Please complete and return to: Wheathampstead Playgroup, Nurseries Road, Wheathampstead, AL4 8TP or manager@wheathampsteadplaygroup.org

Wheathampstead Playgroup is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post will require an Enhanced DBS Disclosure. Should an offer of employment be made and the Disclosure not be satisfactory, we may either withdraw our offer or terminate your employment.

|  |
| --- |
| SECTION A: Personal information  |
| Post applied for | **SENCO – Fixed term contract** |
| Surname: |  |
| First Name: |  |
| Preferred title:(e.g. Mr/Mrs/Miss/Ms/Dr): |  |
| Address (including post code): |  |
| **How may we contact you quickly:** | **Daytime**  | **Evening** |
| **Telephone Number:** |  |  |
| **Mobile Number:** |  |  |
| **Email Address:** This address may be used to contact you during the recruitment process. |  |

|  |
| --- |
| SECTION B: Education  |
| Please provide details of your educational history  |
| Establishment (Secondary education onwards) | **From**  | **To**  | **Qualifications / grade obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Please list any specialist training courses you have attended which are relevant to the position***Include relevant in-house training courses, First Aid, Safeguarding etc – use a separate sheet of paper if necessary* |
|  |

|  |
| --- |
| **SECTION C: Employment** |
| **Please give details of your employment history in date order, starting with most recent. Please include an explanation of any gaps in your employment history.** *Please use an additional sheet if necessary.* |
| **Organisations’ Name and address:** | **Employment Dates to nearest month** | **Job title and duties** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Please provide details of notice required by current employer.** |
| **Have you had any disciplinary action taken against you in your last 3 years of work, including any ongoing investigations pending an outcome?** |
| **Have you ever been dismissed from any previous employment? If you have answered yes to this question, please provide further details.** |
| **What are your reasons for applying for this role with us? Why do you feel that you would be the preferred candidate?** |

|  |
| --- |
| **What are your hobbies and interests? Please give details of any skills, experience or achievements which may be relevant in your application for employment.** |

|  |
| --- |
| **SECTION D: References** |
| Please give the names of two referees who can provide professional or educational references (not character). The first must be from your present or last employer/voluntary organisation, if applicable. The person you name must hold a managerial or personnel position in that organisation and have access to your records. Where you are not currently working with children but have done so in the past, you are required to nominate a referee from the organisation where you were most recently employed to work with children as one of your nominated referees. If you are recommended for appointment in these circumstances we will then seek to gain your current employer as a referee. **If you are unable to provide your employer’s details for reference purposes at that time your application will not be pursued further. In the event that you are not currently employed we will require details from your last employer.**The referees provided will be asked if you have any live disciplinary offences and also about any ‘time expired’ disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.  |

|  |
| --- |
| **Referee from Present or Last Employer/Voluntary Organisation** |
| Referee Name: |  |
| Job Title: |  |
| Address (inc. postcode) |  |
| Telephone Number |  |
| Email Address: |  |
| I agree to this reference being taken prior to any interview: Yes [ ]  No [ ]  |

|  |
| --- |
| **Second Referee** |
| Referee Name: |  |
| Job Title: |  |
| Address (inc. postcode) |  |
| Telephone Number |  |
| Email Address: |  |
| I agree to this reference being taken prior to any interview: Yes [ ]  No [ ]  |

|  |
| --- |
| **SECTION E: Declarations & Disclosure** |
| **Work Permission**Do you require permission to work in the UK? Yes [ ]  No [ ]  |
| **National Insurance Number**Do you have a National Insurance Number? Yes [ ]  No [ ] If yes, please state the number here: If no, please specify reason: |
| **Rehabilitation of Offenders Act 1974** As stated at application **stage, the post you are applying for is exempt from the 'Rehabilitation of Offenders Act 1974"** and therefore you are required to **declare any unspent convictions, spent convictions, pending charges/current Police investigations, bind overs, warnings/cautions or reprimands. For more information about the 'Rehabilitation of Offenders Act 1974" please visit** [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) **or** [www.crb.gov.uk](http://www.crb.gov.uk)Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered. Any information provided, either when returning the application form or at interview will be entirely confidential and will be considered only in relation to this application. |
| **Please declare and provide details including approximate dates of any unspent convictions, spent convictions, pending charges/current Police investigations, bind overs, warnings/cautions or reprimands.** *Please continue on a separate sheet if necessary* |
| **SECTION F: Declarations**  |
| I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it is correct. I understand that if I have lied or misled you in any way, any offer of employment will be withdrawn or my employment terminated. I am aware the details provided will be held in confidence by Wheathampstead Playgroup to enable them to assess the application and to help monitor their recruitment and selection process in compliance with current GDPR legislation. |
| **Signature:** |  |  | **Date:** |  |  |
| All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.  |