

Application Form

Montessori North Oxford Limited is committed to protecting children from harm. All staff and volunteers working for MNO accept and recognise their responsibilities to develop and maintain an awareness of safer caring. Our duty of care to children is explicit in all our policy, procedure and practice material. Our recruitment and selection/assessment procedures for all staff and volunteers are designed to safeguard children by ensuring only suitable individuals are appointed.

Confidential

Post applied for	Where did you see this post advertised?
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Details of Candidate (use BLOCK letters)

Surname	Title (Mr Mrs Ms Other)	
First Names		
Any previous surname(s)		
Current Address	Telephone No. (inc. STD code)	
	Mobile	
	Work	
Postcode	Email address	
Date & Place of birth	Do you require a work permit to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes - please ensure the original copies of all necessary documents are brought to interview if selected.	
National Insurance No.	DBS Enhanced Disclosure No. and Date:	

Safeguarding

Please complete the Staff Declaration form in the Appendix

Please confirm whether there have been any allegations raised against you or any investigations previously in respect of childcare issues including the removal of your own children from your care as these matters are very relevant to working in a nursery setting

Yes No

If Yes please state the nature of the allegation/investigation/proceeding and outcome.

Employment History (Please provide details in sequence with the most recent first).

Name address and nature of business	Current salary and benefits	Dates (please indicate month & year)		Reason for leaving
		From	To	

Positions held and main duties (continue on separate sheet if necessary)

Have you ever been involved in any disciplinary proceedings or subject to a disciplinary investigation?
 Yes No

In addition, please confirm whether there have been any allegations raised against you or any investigations previously in respect of childcare issues
 Yes No

If Yes please state the nature of the allegation/investigation/proceeding and outcome.

How much notice does your present employer require?

Education, Training and Qualifications

Please provide details of exam passes, qualifications obtained etc. Proof of relevant professional qualifications will be required. If a break in your educational history occurred, please give details.

Schools, colleges, universities attended. (Most recent first) (Continue on separate sheet if necessary)	Dates		Qualifications gained (dates, levels, grades etc)
	From	To	

Other relevant training courses (including in house) completed which are relevant to the post.

Organising body and title	Brief description, dates & qualification (if applicable)

If there are any gaps in your employment or education history, please explain them here

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Skills and Experience

In your own words, please explain why you consider yourself suited to this position outlining what you would contribute to the post if appointed, by reference to the job description and/or person specification:

Interests

Please describe any leisure/other interests, including voluntary work which you may feel relevant

Health

Please provide a statement on the condition of your personal health (this is required in order to work with young children):

Please provide a statement on the condition of your personal health (this is required in order to work with young children):	
How much alcohol do you drink/week and have you ever had issues with alcohol?	
Have you ever taken drugs or had any issues with drugs?	
Have you ever suffered from any form of depression?	
Have you ever been a victim of domestic violence?	
Please state how many days you have been absent from work in the last 24 months, <i>except</i> for pre-booked annual leave. Please detail reasons for the absences.	

Referees

Give the names and addresses of two referees, one of whom should be your present or most recent employer, who can comment on your suitability. These referees should be people with positions of responsibility, such as managers.

References are *not accepted* from close personal friends or relatives. If you do not wish your employer to be contacted at this stage please tick the box.

We reserve the right to contact all previous employers should you be offered this post.

Full name and job title	Postal Address, professional email address & tel. number	The capacity in which you are known	Period known

Convictions/Cautions

REHABILITATION OF OFFENDERS ACT 1974 (Exceptions order 1975 and 1986). This post is exempt from the Rehabilitation of Offenders Act. Please provide below details of convictions for any offence (including traffic convictions, appearances before a court) or formal convictions from the police for any offence (including cautions as a juvenile), or any bind-overs imposed by any court.

If you have been convicted or cautioned you may still be eligible for appointment depending on the nature and circumstances of the offence. However, failure to disclose could count against you.

Please place an answer in all boxes, whether it is NO, NOT APPLICABLE or YES. Do not leave any boxes unanswered.

Date	Court/Police Station which dealt with the matter	Offence	Result

Convictions include the following:

- Sexual offences including soliciting, harassing, offences against or involving a child or children under 18, the possession and or distribution of child pornography, indecency, or rape
- Violent offences including assault or bodily harm, kidnapping or abduction/false imprisonment.
- Offences involving drugs including trafficking and possession
- Stalking
- Other (please detail)

Please give details of any charge or summons at present outstanding against you.

Date of alleged offence	Nature of alleged offence	Court/Police Station dealing with the matter

NB: Prior to employment Montessori North Oxford check your details provided in this application against List 99. Once an offer has been made we will then request an enhanced Criminal Records Check.

Declaration

I declare that all the information I have provided with this application is true to the best of my knowledge and belief, and that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information either on this form or on my pre-employment health questionnaire, I am liable to have my application rejected, or if appointed, liable to disciplinary action which may result in dismissal on the grounds of dishonesty.

I declare there is no reason why I should not be considered suitable to work with children.

Signature of applicant	Date
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DATA PROTECTION ACT 1998 Information given on the form will be treated in strict confidence.

DISABLED APPLICANTS

The Disability Discrimination Act 1995 defines a disabled person as anyone who has or has had a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day-to-day activities. Taking this definition into consideration do you consider you have a disability? YES/NO

<p>If you are short listed, please describe any special arrangements, which you would like the Company to make for your interview:</p>
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For Internal use only

Interview checklist re: Conditions of Employment & Safeguarding

- Seen and photocopied appropriate documentation to process DBS checks?
- Seen and checked date of most recent DBS certificate?
- Ensured all questions relating to any current and pending convictions have been answered / discussed satisfactorily?
- Obtained a photocopy of NI card/Visa to prove right to work in the UK?
- Reviewed / questioned any gaps in employment history?
- Ensured reference details complete and referees are appropriate
i.e. current/previous employers?
- Questioned satisfactorily re: health disclosures/issues likely to impact upon role?

Appendix: Staff Disqualification Declaration Form

In October 2014, the Department for Education (DfE) issued an update to its Statutory Guidance "Keeping Children Safe".

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362919/Keeping_children_safe_in_education_childcare_disqualification_requirements_-_supplementary_advice.pdf

This update requires schools which provide care for pupils under the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009. Reference:

<http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made>

A person may be disqualified through

1. having certain orders or other restrictions placed upon them
2. having committed certain offences
3. living in the same household as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification by association)

You are required therefore to sign the declaration below confirming that you are not disqualified under those Regulations from working in this school.

If you fail to complete and return this form, we cannot take your application further.

A disqualified person is not permitted to continue to work in a childcare setting, unless they apply for and are granted a waiver from OFSTED. Reference:

<http://www.ofsted.gov.uk/resources/applying-waive-disqualification-early-years-and-childcare-providers>.

Name	Post

Section 1 – Orders or other restrictions		(Please tick one option for every question)
Have any orders or other determinations related to childcare been made in respect of you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have any orders or other determinations related to childcare been made in respect of a child in your care?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have any orders or other determinations been made which prevent you from being registered in relation to child care, children's homes or fostering?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? Available from the school office or at the link below: http://www.legislation.gov.uk/ukxi/2009/1547/schedule/1/made	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you barred from working with Children (DBS)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you prohibited from Teaching?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 2 – Specified and Statutory Offences		(Please tick one option for every question)
Have you been cautioned (including a reprimand or warning) since 6 April 2007 or have you ever been convicted of:		
<ul style="list-style-type: none"> Any offence against or involving a child? (A child is a person under the age of 18)? 		Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> Any violent* or sexual offence against an adult? *a violent offence in this context is murder, manslaughter, kidnapping, false imprisonment, ABH, GBH 		Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> Any offence under the Sexual Offences Act? 		Yes <input type="checkbox"/> No <input type="checkbox"/>
Any other relevant offence? Available from the school office or at the links below: http://www.legislation.gov.uk/ukxi/2009/1547/schedule/2/made http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made		Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Section 3 – Disqualification by association		
To the best of your knowledge, is anyone in your household* disqualified from working with children under the Regulations? *household – includes family, lodgers, house-sharers, household employees This means does anyone in your household have an Order or Restriction against them as set out in Section 1 or have they been cautioned, reprimanded, given a warning for or convicted of any offence in Section 2.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Section 4 – Details		
If you have answered YES to any of the questions above you should provide details the below in respect of yourself, or where relevant the member of your household. You may supply this information separately if you so wish, but you must do so without delay.		
Details of the order, restriction, conviction, caution etc.		
The date(s) of these		
The relevant courts/bodies		
You should also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided.		

Section 5 – Declaration	
In signing this form, I confirm that the information provided is true to the best of my knowledge and that:	
<ul style="list-style-type: none">• I understand my responsibilities to safeguard children.• I understand that I must notify my manager immediately of anything that affects my suitability including any pending court appearances, cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that may render me disqualified from working with children	
Signed	
Print Name	Date

To comply with Data Protection regulations, we will destroy completed application forms of all unsuccessful candidates within 12 months.