

The Nest Daycare at Portway - Application Form

**Role Applied For:** Click or tap here to enter text.

**Contact Email:** [info@thenest.nclservices.net](mailto:info@thenest.nclservices.net)

**Thank you for your interest in working at The Nest – Daycare at Portway Primary School. Please complete ALL sections of this form and return it via email to the address above.**

**If you require adjustments to access or complete this form, please contact us using the same email.**

# Section 1 – Personal Details

*(Complete your personal information below)*

Title: Click or tap here to enter text. First name: Click or tap here to enter text. Surname: Click or tap here to enter text.

Previous names (if applicable): Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone (mobile): Click or tap here to enter text. Alternate phone: Click or tap here to enter text. Email address: Click or tap here to enter text.

National Insurance Number: Click or tap here to enter text. Do you require permission to work in the UK?  Yes  No If yes, is this subject to a visa or work permit?  Yes  No

Do you wish to apply for the job on a job-share basis?  Yes  No

If you wish to job-share and have a job-share partner in mind, please provide their name below:

Title: Click or tap here to enter text. First name: Click or tap here to enter text. Surname: Click or tap here to enter text.

Where did you hear about this vacancy? Click or tap here to enter text.

# Section 2 – Present Employment

Name of employer: Click or tap here to enter text.

Address of employer: Click or tap here to enter text.

Current job title: Click or tap here to enter text. Date appointed: Click or tap here to enter text. Current salary range: Click or tap here to enter text. Current salary: Click or tap here to enter text. Notice required: Click or tap here to enter text. Allowances received: Click or tap here to enter text. Reason for leaving: Click or tap here to enter text.

Please indicate whether or not you are happy to be contacted at work.  Yes  No

# Section 3 – Main Duties of Your Current Role

Please outline your responsibilities in your current (or most recent) job. Click or tap here to enter text.

# Section 4 – Previous Employment

List your employment history, most recent first:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Start date | End date | Job title | Reason for leaving |
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# Section 5 – Breaks in Employment

If you have any gaps, please list the dates and the reason.

|  |  |  |
| --- | --- | --- |
| Break start date | Break end date | Reason for break |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

# Section 6 – Travel

Do you hold a full UK driving licence?  Yes  No Do you have access to a car for work?  Yes  No

If not, are you able to travel by public transport?  Yes  No

# Section 7 – Secondary Education

List GCSEs or equivalent qualifications:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School name | From (date) | To (date) | Qualifications obtained | Grade | Date grade  awarded |
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# Section 8 – Further Education

Colleges, universities, apprenticeships, etc:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of  establishment | From (date) | To (date) | Qualifications obtained  (and awarding body) | Grade | Date grade  awarded |
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# Section 9 – Training & Development

List relevant courses from the last 5 years, most recent first:

|  |  |  |
| --- | --- | --- |
| Brief description or title of course | Date attended | Organising body |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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# Section 10 – Supporting Statement

**Please explain why you are a strong candidate for this role.**

**Refer to the person specification and highlight relevant experience, qualifications, and strengths.**

Click or tap here to enter text.

# Section 11 – References

Provide two references from your most recent employment:

|  |  |
| --- | --- |
| Referee 1 | Referee 2 |
| Name: Click or tap here to enter text. | Name: Click or tap here to enter text. |
| Physical address: Click or tap here to enter text. | Physical address: Click or tap here to enter text. |
| Relationship to applicant: Click or tap here to enter text. | Relationship to applicant: Click or tap here to enter text. |
| Period of time the referee has known the applicant  (years): Click or tap here to enter text. | Period of time the referee has known the applicant  (years): Click or tap here to enter text. |
| Email address: Click or tap here to enter text. | Email address: Click or tap here to enter text. |
| Contact number: Click or tap here to enter text. | Contact number: Click or tap here to enter text. |

*Applicants to note:*

* Referees will be contacted prior to interviews taking place.
* The Trust may seek your consent to contact additional referees.
* We do not accept references from family members or from people writing solely in the capacity of a friend.

# Section 12 – Close Personal Relationships

Are you a relative or partner, or do you have a close personal relationship with any employee, trustee, or governor of the establishment to which your application is being made? Note that this includes with Newham Community Learning or with any of our schools.

Yes  No

If ‘yes’, please provide the name and relationship:

Provide the name of the person: Click or tap here to enter text. Describe the nature of the relationship: Click or tap here to enter text. *Applicants to note:*

* + Failure to disclose a close personal relationship with anyone associated in any way with the list of establishments above may disqualify you from applying for this position.

# Section 13 – Declarations

By submitting this application, you confirm the following:

*Applicants to note:*

* + By clicking in the box below, and by submitting this application form as per the instructions provided on the first page, you are certifying that the information that you have provided is accurate and that the declarations you have made in this section are, to the best of your knowledge and understanding, true.
  + The provision of any false information will result in the withdrawal of any potential subsequent offer of employment.
  + Should any information provided be established to be false once an applicant has started work, the school’s

disciplinary policy will be followed.

**[To complete] - Declaration**: I certify that the information that I have provided on this form is, to the best of my knowledge and understanding, true:

Confirmation (tick checkbox): Yes

**[To note] - Disclosure of criminal convictions**: please note that preferred candidates will be asked to complete a Self-Disclosure Form to disclose whether they have:

* + Any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974; or
  + any adult cautions (simple or conditional) or spent convictions that *are not* protected as defined by the

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended (the “Exceptions Order”)

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended (the “Exceptions Order”) mean that when applying for certain jobs and activities, *certain convictions and cautions are considered ‘protected’*. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Details are provided in the Trust’s Safer Recruitment Policy, which is published on the [Policies Page](https://ncltrust.net/governance/policies/) of our website. Any information disclosed will be treated in the strictest confidence.

Where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application. A person’s criminal record will not in itself be a bar to obtaining employment, save in the case of management positions where a S128 Direction issued by the Secretary of State will prohibit employment.

**[To complete] – Safer recruitment: childcare disqualification checks (Primary Applications only)**: I certify that I am not disqualified from working with children or subject to any sanctions imposed by a regulatory body which would prohibit or restrict me from applying for this position.

Confirmation (tick checkbox): Yes

*Applicants to note:*

* + Preferred candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2018 (‘the Regulations’) will be asked to complete a Disqualification Declaration Form.
  + A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted.

**[To complete] – Data protection**: I confirm that I have read and understood the bulleted statements provided under

the heading ‘applicants to note’ below:

Confirmation (tick checkbox): Yes

*Applicants to note:*

* + I acknowledge that by completing this form, the Trust will hold and process personal data (including special categories of data - eg, information about health) about me in line with the provisions of relevant policies.
  + I acknowledge that the Trust will store this information securely and will process it for the duration of the recruitment process.
  + I acknowledge this information will only be shared in line with the provisions explained in the Trust’s Adult

Privacy Notice, also available on the [Policies Page](https://ncltrust.net/governance/policies/) of the Trust's website.

* + I acknowledge that if I am the successful applicant, this information will be retained in line with the Trust’s retention schedule. If I am not successful, I acknowledge this information will be retained by the Trust in a secure electronic/paper system for no longer than six months from the date of the appointment to the position.

By submitting this form, I confirm that the information I have provided is true to the best of my knowledge. I understand that providing false information may result in the withdrawal of an offer or disciplinary action.

**Signature:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

# Section 14 – Recruitment & Equality Monitoring

**This section is optional and used for monitoring purposes only. It will be treated in the strictest confidence and is subject to current data protection legislation in the UK, including the UK GDPR and the Data Protection Act 2018.**

**As described on the first page of this application form, the information provided in Section 14 will be used for statistical monitoring purposes only and will not form part of the selection process.**

**All information collected in this section is in line with guidance from the Advisory, Conciliation and Arbitration Service (ACAS), 2020.**

**As per ACAS guidance, completion of this section is entirely voluntary, and its purpose is to support the**

**organisation’s commitment to promoting fairness, diversity and inclusion in recruitment.**

**The legal basis for processing this special category data is Article 9(2)(b) of the UK GDPR – necessary for employment and equality monitoring purposes.**

**Ethnicity**

Please tick the box which you feel best describes your ethnic group or background. You may also choose to self-describe or select “Prefer not to say”.

**White**

English, Welsh, Scottish, Northern Irish or British

Irish

Gypsy or Irish Traveller

Any other White background

**Mixed or Multiple ethnic groups**

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed or Multiple ethnic background

**Asian or Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

**Black, African, Caribbean or Black British**

African

Caribbean

Any other Black, African or Caribbean background

**Other ethnic group**

Arab

Any other ethnic group

If you selected “Any other ethnic group” or wish to self-describe, please specify: Click or tap here to enter text.

Prefer not to say

**Do you consider yourself disabled?**

*The Equality Act 2010 defines a disability as a “substantial or long-term physical or mental impairment or health issue which could adversely affect your ability to carry on normal day-to-day activity.”*

Yes  No Prefer not to say

If you answered ‘yes,’ please describe the nature of your disability: Click or tap here to enter text.

**Sex (assigned at birth or legal sex):** Choose an item.

**Gender identity**: Choose an item.

If chosen, *prefer to self-describe*, please do so here: Click or tap here to enter text.

**Is your gender identity the same as the sex you were assigned at birth?**

Yes  No Prefer not to say

**Do you identify as intersex or have a variation in sex characteristics?**

Yes  No Prefer not to say

**Sexual orientation**: Choose an item.

If you prefer to self-describe your sexual orientation: Click or tap here to enter text.

**Please confirm which age range bracket you fall into:** Choose an item.

*Please save this completed application, attach it to an email, and send it to the address specified in the information you have been provided with.*