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|  | Application for Employment |

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| **Application for the post of:** | Child Development Officer  Bank staff |

The information you provide will be treated with the strictest confidence, in line with the Data Protection Act 1998, and will be used by the Association’s Recruitment Panel to consider your interest in the post.

Cassiltoun Stables Nursery does not accept C.V.s and will not consider any information provided in C.V.s submitted as part of the recruitment process.

Please return this form by

Corporate Services Manager

Cassiltoun Stables Nursery

59 Machrie Road

Glasgow

G45 0AZ

We also accept application forms by email at: [recruitment@cassiltoun.org.uk](mailto:recruitment@cassiltoun.org.uk)

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| **Personal Information** | | |
| Name (in full) |  | |
| Address  (including postcode) |  | |
| Private telephone number |  | |
| Mobile number |  | |
| Daytime telephone number (if appropriate) |  | |
| Email Address |  | |
| Do you have a current driving licence? | | **Yes/No** |
| **Disability** - Do you consider yourself to have a disability which we require to take account of to assist you in attending an interview or carrying out this role? | | **Yes/No** |
| **Rehabilitation of Offenders** – Do you have any criminal convictions other than those spent under the Rehabilitation of Offenders Act? | | **Yes/No** |

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| **Referees –** Please give details of two referees. One of your referees should be your current employer if you are employed, or your last employer if you are unemployed. |

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| **Reference 1** | |
| Name |  |
| Job Title |  |
| Address |  |
| Telephone number |  |
| Email |  |

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| **Reference 2** | |
| Name |  |
| Job Title |  |
| Address |  |
| Telephone number |  |
| Email |  |
| What is your connection to this person? |  |

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| **General** | |
| Where did you hear about this vacancy? |  |
| When would you be available to take up a new appointment? |  |
| Do you have any voluntary work or public service commitments which you wish to draw to our attention? |  |
| Do you have any private business commitments? If so, please give brief description. |  |

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| **Present or most recent employment** – please provide details of your current employment. If you are currently unemployed, please provide details of your last employment | |
| Employer’s name |  |
| Address |  |
| Date employed from |  |
| Date employed to |  |
| Job title |  |
| Salary |  |
| Notice period required |  |
| Reason for leaving or seeking new employment |  |

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| **Nature of the post -** please describe your main duties. |
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| **Employment History** – please list your previous employment starting with the most recent.  Please continue on a separate sheet if necessary. | | | | |
| **From** | **To** | **Employer** | **Title and main duties** | **Reason for leaving** |
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| **Secondary Education –** Please list certificates gained showing subjects and level of pass. | |
| Subject | Level/Award |
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| **Further Education** | | | |
| University or College | Dates | | Qualifications obtained |
| From | To |
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| **Professional Qualifications** | | |
| Name of awarding body | Date awarded | Qualifications obtained, Membership of Professional Institution etc. |
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| **Training –** Please provide details of any courses or training undertaken which is relevant to this post. | |
| **Course/Training** | **Provider(s)** |
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| **Experience, skills and personal qualities –** The Person Specification for this post lists the desirable and essential attributes the Association is looking for in the successful candidate. **Please describe how your experience, skills and knowledge would enable you to meet the Person Specification for this post by providing relevant information in the following section.** |

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| **Qualifications** |  |
| HNC/SVQ3 or equivalent in Childcare and Education (E) |  |
| **Experience/Knowledge** |  |
| Minimum of 2 years experience (post qualified) working with young children (E) |  |
| Minimum of 2 year’s experience in delivering 0-3 and 3-5 Curriculum Frameworks (E) |  |
| Experience of assessing children’s needs and progress (E) |  |
| Extensive knowledge of current Child Protection legislation and requirements (E) |  |
| Experience of both planning and evaluating children’s learning (E) |  |
| Experience in First Aid Training (E) |  |
| **Skills and Abilities** |  |
| Excellent communication skills with children, colleagues, advisors and parents/carers (E) |  |
| Organisation and planning skills (E) |  |
| Ability to work under pressure (E) |  |
| IT Literate (word and excel) (D) |  |
| Enthusiasm for outdoor active play (Forest School) (E) |  |
| Conversant with Health & Safety Procedures and Legislation (E) |  |
| Ability to exercise initiative and innovation (E) |  |
| Effective team working (E) |  |
| Creative ability (E) |  |
| **Personal Qualities** |  |
| Reliability and trustworthiness (E) |  |
| Willing to work flexibly to meet the needs of the nursery (E) |  |

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| **Additional information –** Please provide any additional information that you feel is relevant to this position. |

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|  | Equal Opportunities in Employment |

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| **Application for the post of:** | Child Development Officer |

**Help us to ensure equal opportunity by completing this form.**

Policy – It is the policy of Cassiltoun Stables Nursery to provide equal opportunities in the fields of recruitment, training and promotion. All decisions in these areas will be made with regard to the requirements of the job and shall not be influenced by any consideration of race, colour, creed, religious belief, political belief, Trade Union activity, ethnic or national origin, disabilities, age, sex, sexual orientation or marital status. This information will not be used by those involved in selection and is for statistical purposes only. It will be separated from your job application and will be treated as confidential.

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| Initial (s): |  | Post: |  |
| Surname: |  | Ref No: |  |

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| Ethnic Origin | |
| |  |  | | --- | --- | | **i) White** | | | a) Scottish |  | | b) Other British |  | | c) Irish |  | | d) Any other White Background; please state: | | | **ii) Asian, Asian Scottish, Asian British** | | | a) Indian |  | | b) Pakistani |  | | c) Bangladeshi |  | | d) Chinese |  | | e) Any other Asian background. | |   . | |  |  | | --- | --- | | **iii) Black, Black Scottish, Black British** | | | a) Caribbean |  | | b) African |  | | c) Any other black background; please state: | | | **iv) Gypsy /traveller** |  | | **v) Mixed; please state:** |  | | **vi) Other ethnic background, please state:** |  | |

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| Disability | |
| Before ticking the appropriate box below, please first read the definition of disability.  The definition of disability, as outlined in the Equality Act 2010 is as follows: -  In the Act, a person has a disability if:   * they have a physical or mental impairment * the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities   For the purposes of the Act, these words have the following meanings:   * 'substantial' means more than minor or trivial * 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions) * 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping   People who have had a disability in the past that meets this definition are also protected by the Act. | |
| I **do** consider myself to have a disability as defined by the Equality Act 2010 |  |
| I **do not** consider myself to have a disability as defined by the Equality Act 2010 |  |

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| |  |  |  |  | | --- | --- | --- | --- | | Age | | | | | 16 – 24 |  | 45 – 54 |  | | 25 – 34 |  | 55 – 64 |  | | 35 – 44 |  | 65 + |  | | |  |  | | --- | --- | | Gender | | | Male |  | | Female |  | |

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| **Data Protection Act**  I hereby give my consent for the information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998. | | | |
| Sign: |  | Date: |  |

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| **DECLARATION OF INTERESTS** | | | | |
| It is the policy of Cassiltoun Stables Nursery to provide equal opportunities in the fields of recruitment, training and promotion. All decisions in these areas will be made with regard to the requirements of the job and shall not be influenced by any consideration of race, colour, creed, religious belief, political belief, Trade Union activity, ethnic or national origin, disabilities, age, sex, sexual orientation or marital status.  Interview and appointment procedures have been adopted so as to eliminate any possibilities of bias when considering applications.  It is, therefore, essential that you complete and return this form with your application form, if you do not, your application cannot be considered. Any false or misleading information can result in your dismissal without notice. | | | | |
| **Post:** | **Child Development Officer** | | | |
| **Name of Applicant:** |  | | | |
| **Please tick the appropriate box.** | | **Yes** | | **No** |
| Have you been an employee of the Cassiltoun Group in the past 12 months?  *(This does not apply to existing employees)* | |  | |  |
| Either now or in the last 12 months, have any of your relatives been an employee of the Cassiltoun Group?  *Please note that a relative is defined as a spouse, cohabitee, parent, grandparent, child, stepchild, grandchild, brother or sister.* | |  | |  |
| Either now or in the last 12 months, have any of your relatives been a Board Member of the Cassiltoun Group? | |  | |  |
| If you have answered ‘yes’ to any of these questions, please state: | | | | |
| The person’s name: | | |  | |
| Their position: | | |  | |
| I declare that the information contained in this form is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice. | | | **Yes/No** | |
| Signature: | | | Date: | |