

City Early Years and Childcare

Application Form

An application form should be the preferred method of application for jobs that involve working with children and young people.

Application forms support the recruitment process as they enable applicants to provide information specific to the role about their skills.

CV's (curriculum vitae's) are not recommended. They are drawn up by the applicant, vary drastically and will only contain the information that the applicant wishes to present, making it very easy for them to omit important details.

The main advantages of using application forms are:

- They allow the manager to gather specific information about someone's suitability for the post.
- They present a common set of information from each applicant – making it easier to check for accuracy.
- They provide the opportunity for the applicant to match themselves to the person specification criteria, providing a record of qualifications, abilities and experiences.
- They ensure that all applicants have a fair opportunity to provide relevant information.
- They can help the reader to identify any gaps and/or anomalies
- They provide the basis for a fair and transparent short listing and then interview process

What to include in the application form

The design of the application form should be simple and straightforward. As a minimum the application form should request the following information:

Personal Details: Full identifying details of the applicant including current and former names, current address, contact telephone number, National Insurance number.

Education and Training: A statement / list of any academic and/or vocational qualifications the applicant has obtained with the full course titles, details of the awarding body, grade/level that was achieved and date of award. Including details of relevant training undertaken for example teaching courses, First Aid, IT.

Employment History: A full career history in chronological order since leaving secondary education (including part-time and voluntary work, as well as full time employment) with employer details, position, start and end dates, main tasks/responsibilities, explanations for periods not in employment and reasons for leaving employment.

Personal statement This should be a blank section where the applicants are given the opportunity to demonstrate and give examples of how they meet the requirements listed in the person specification which you have listed as essential for the role. This is also where applicants can give more details about why they are applying if they wish.

References: You should request the details of at least two referees. One should be the applicant's current or most recent employer.

In addition:

- At least one of the references should be able to comment on the applicant's work with children.
- All referees should be asked about the candidate's suitability for the role in question and whether the referee knows any reason why the applicant should not work with children.
- If the applicant has worked in a childcare setting previously and not given a childcare setting as a reference, it would be best practice to ask the applicant if you can request a reference from that employer.
- Where an applicant is not currently working with children, but has done so in the past, it is good practice that a reference is also obtained from the last employer for whom the person was employed to work with children.
- Where an applicant has not worked in a paid capacity previously (e.g. school or college leaver or placement student) references from their latest or current educational establishment, any voluntary work or, in exceptional cases, someone who knows the candidate well from other activities are acceptable.
- The application form should make it clear that references will not be accepted from relatives.

Signed declaration: There must be a section on the application form for the applicant to sign and date to confirm that all the information they have given is complete and accurate. If the form is submitted electronically, the applicant should be asked to sign a hard copy at interview.



As per national safer recruitment guidance, the following information should also be included on the application form or applicants informed:

- That the post is exempt from the Rehabilitation of Offenders Act 1974 and ask the candidate to declare whether s/he has any convictions, cautions and bind-overs, including any that would normally be regarded as 'spent'. If the declaration is positive, details must be provided on the application form.
- That providing false information is an offence and could result in the application being rejected or the person being dismissed if selected to post. This could also lead to possible referral to police.
- That if shortlisted, references will be obtained that will include questions about past disciplinary actions or allegations in relation to behaviour with children. In addition previous employers may be approached for information to verify particular experience or qualifications
- That where appropriate the successful applicant will be required to complete an enhanced DBS check by the Disclosure and Barring Service (formally CRB by the Criminal Records Bureau)

It is helpful to provide guidance notes for candidates on how to complete the application form and who to contact if they have queries.

What not to include on an application form

Any information which could be deemed as discriminatory should not be included in the application form, for example questions about:

- Place of birth
- Ethnicity
- Religion
- Marital / Family status (number of children)
- Title
- Health, disability and illness
- Age – date of birth
- Sex and sexual orientation

This information can only be gathered, if necessary, for monitoring purposes. It is usually included as a separate attachment from the main application form and information is provided on a voluntary basis. Information gathered for monitoring purposes cannot must be returned in a separate envelope and not be referred to during the recruitment process.



Example Templates

[Example Application Form \[WORD 69KB\]](#)

[Example Equal Opportunities Monitoring Form \[WORD 34KB\]](#)

Useful Organisations

Acas Independent advice, guidance and training for employers and employees
www.acas.org.uk National Helpline 08457 47 47 47

Childcare Workforce Development Team
Guide to Recruiting and Managing Childcare Staff

All information contained within this guide is current on 01/04/2013.
However, for all statutory and legal requirements, it is recommended
further advice is sought from the appropriate organisation.



**Brighton & Hove
City Council**



**Brighton & Hove
City Council**