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| --- | --- |
|  | **Job application**  Childminder assistant |
|  | Seeking a reliable and caring assistant to provide exceptional childcare at our setting. As an assistant you will play a crucial role in ensuring the safety, well-being, and development of the children.  Responsibilities:- Engage in age-appropriate activities and playtime with the children  -Prepare and serve meals and snacks  - Maintain a safe and clean environment for the children  - Follow parents' instructions regarding routines, discipline, and household rules  - Monitor children's behaviour and report any concerns.  - Administer medication or first aid when necessary |
|  | Qualifications:  - Previous experience in childcare or related field preferable but not essential  - Full paediatric first aid certificate  - Excellent communication and interpersonal skills  - Ability to multitask and prioritize responsibilities  - Reliable transportation to commute to our location  - Strong references from previous employers or families |
| CONTACT  PHONE:  07765818970  WEBSITE:  Sweetpeaschildcarenorfolk.co.uk  EMAIL:  sweetpeasnorfolkcc@outlook.com | Skills:  - Patience and understanding when dealing with children of different ages  - Ability to create a safe, nurturing, and stimulating environment for children  - Strong problem-solving skills to handle unexpected situations calmly and effectively  - Flexibility to adapt to changing schedules or last-minute requests from parents  - Knowledge of age-appropriate activities, games, and crafts  - A love of the outdoors  If you are passionate about working with children and providing them with a positive and enriching experience, I would love to hear from you. Please submit your CV, the attached form and references for consideration. |

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APPLICATION FORM

CONFIDENTIAL

|  |  |
| --- | --- |
| **Post Applied for:** |  |

**Availability for work:**

(Please state hours- We are open 7:30-6pm)

|  |  |
| --- | --- |
| **Monday** |  |
| **Tuesday** |  |
| **Wednesday** |  |
| **Thursday** |  |
| **Friday** |  |

**A. Personal details**

**Title:**

**Surname:**

**Forename(s):**

**Address:**

**Postcode:**

**Work Tel No.:**

**Personal Tel No:**

**Email Address:**

**Current Driving Licence:**

**DBS number:**

Are you registered for the automatic update service? YES / NO

1. EDUCATION, TRAINING & QUALIFICATIONS

Please show here that you have the training and qualifications asked for in the employee specification, including Apprenticeships and Memberships of Professional Bodies

|  |  |  |
| --- | --- | --- |
| SCHOOLS | **Dates** | Qualifications |
|  |  |  |
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| --- | --- | --- |
| COLLEGE / UNIVERSITY | **Dates** | Qualifications |
|  |  |  |
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| OTHER TRAINING | **Dates** | Qualifications |
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1. EMPLOYMENT HISTORY

(Please begin with most recent employer)

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of Employer | Dates to and from | Job Title | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

1. CURRENT ROLE

Please describe your duties in your current/most relevant role if applicable: (Continue on separate sheet if necessary.)

1. REFERENCES

Please give names and addresses of two referees. One should be your present employer/last employer. If you have not been employed before, you will need to supply referees who are able to comment on your ability to undertake your role.

|  |  |
| --- | --- |
| **Name** |  |
| Occupation |  |
| **Address** |  |
| **Contact Number** |  |
| **Email** |  |
| **Capacity in which they know you** |  |
| **Name** |  |
| Occupation |  |
| **Address** |  |
| **Contact Number** |  |
| **Email** |  |
| **Capacity in which they know you** |  |

1. CRIMINAL RECORD

In accordance with the rehabilitation of offenders act 1974 (exceptions) order 1975, you are obliged to disclose all convictions and cautions no matter how long ago they occurred and regardless of whether the offences were committed as an adult or juvenile

Do you have any criminal convictions? YES / NO

Are you currently the subject of any criminal proceedings or police investigations YES / NO

Please disclose any criminal convictions/date/nature of summons/charge/caution: Court

Sentence or order (Include any reprimands and cautions) which will be brought to light during the DBS process.

1. ABOUT YOU

**Please explain why you have chosen to apply for a post with Sweetpeas Childminding; what appeals to you** specifically; demonstrate that you have the knowledge, skills, experience and qualities suitable for **working in the role.**

1. ADDITIONAL INFORMATION

Please use this section to provide any additional information that supports your application.

1. LEISURE

Please note any sports, hobbies, pastimes etc

1. DATA PROTECTION NOTIFICATION

(Please read this carefully before signing this application)

The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

1. AUTHORISATION

I have read the Data Protection Notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998

**Signed:………………………………………….......………Date: …………..........................…………………**

I confirm that the above information is correct and that any false or misleading information will give my employer the right to terminate any employment con- tract offered.

**Signed........................................................... Date…………….............................….……..**

I confirm that if offered the position I consent to a Criminal Records Check (DBS) being **undertaken.**

**Signed........................................................ Date...........................................................**

**M.** RIGHT TO WORK

I confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce **one of the following documents from the list below**

▪ a UK passport

▪ an EU passport or national identity card

▪ a UK residence permit issued by the Home Office

▪ an application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment or two from the following

▪ an official document bearing a national insurance number along with:

* a birth certificate, or a letter from the Home Office, or an immigration status document

▪ a work permit, along with:

* a passport, or a letter from the Home Office

In either case, these must confirm the holder has permission to enter or remain in the UK and take the work permit employment in question

**Signed: …………………….………………….......................……..Date: ………………......…..................**