

YOUNG DISCOVERERS CHILDCARE**EQUAL OPPORTUNITIES MONITORING FORM**

We are committed to the principle of equality in employment. The aim is to ensure equality of opportunity for all existing and prospective employees.

In order to assist we are monitoring our recruitment procedures and your cooperation in providing the information requested on this form would be appreciated. This information will not form part of your application, but will be separated from your application form upon receipt. The information provided will be used purely for statistical purposes.

Please refer to the Guidance Notes for Applicants for further information about this form.

PLEASE USE CAPITAL LETTERS OR PLACE A CROSS IN BOXES WHERE APPLICABLE

1 Gender: Male Female

2 Age: Under 18 18-24 25-34
35-44 45-55 Over 55

3 Please indicate whether the post is: (cross all that apply)

Full time Term time Part time
Casual/Relief Job Share Fixed term/temporary Other

4 Do you consider yourself to have a disability Yes No

5 Are you applying under the New Deal Initiative Yes No

6 Are you applying as a claimant of:

Incapacity Benefit Carers Allowance for people on IB Neither

7 Where did you see the vacancy advertised?

Local Press Job Centre Internal Personnel Bulletin
National Press Word of Mouth Phoned Professional Journal

University College School Library
 Careers Centre Internet Email Magazine
 Other

8 Please note: the following categories are taken from the 2001 Census. We are required to use this format for its monitoring exercises.

What is your ethnic group? Please choose one section from (a) to (e), then place a cross in the appropriate box to indicate your cultural background.

(a) White British Irish
 Any other white background Please state

(b) Mixed White and Black Caribbean White and Black African
 White and Asian
 Any other mixed background Please state

(c) Asian or Asian British
 Indian Pakistani Bangladeshi
 Any other Asian Background Please state

(d) Black or Black British
 Caribbean African
 Any other background Please state

(e) Chinese or other Ethnic Group
 Chinese
 Any other ethnic group Please state

Thank you for completing this questionnaire

APPLYING FOR A JOB WITH YOUNG DISCOVERERS

IMPORTANT ADVICE ABOUT COMPLETING YOUR APPLICATION

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. Please ensure that you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

SOME POINTS TO BEAR IN MIND BEFORE YOU START

- Look carefully at the job description and application form. Ask yourself why you are interested in the job.
- Don't copy the same application for a series of jobs.
- If there is anything on the form that you do not understand or you need help to complete the form, please ring us.
- Please use the application form provided, continuing on a separate sheet if necessary. Applications will not be considered unless the application form has been completed.
- Please do not send standard details of your own, i.e. in the form of a curriculum vitae.
- Health Screening: Any offer of employment with Young Discoverers is subject to the satisfactory completion of pre-employment health screening

Please note that we can only consider applications from EU citizens and those holding valid UK visas.

Equal Opportunity Monitoring

Young Discoverers is an equal opportunity employer committed to the elimination of discrimination throughout its employment practices. The assessment of applicants is based only on qualifications, experience, skills, abilities, knowledge and relevant personal factors.

Equal Opportunity Monitoring Form

Young Discoverers is committed to a policy of Equal Opportunities in order to ensure that all applicants for employment are treated fairly. All information is treated in confidence and only used for statistical monitoring. Selection criteria procedures will be reviewed frequently to ensure that individuals are selected and treated on the basis of their merits and abilities. Please return this form in an envelope marked private and confidential.

Disability

We welcome our responsibility to remove barriers from our selection process. We have tried to do this, but if you have a disability and identify any barriers in the selection process – job description, person specification, interview – please tell us of this in your application. We are committed to making reasonable adjustments for you to do the job wherever possible and need to know your needs in order to do so. Disabled applicants that can demonstrate they meet the Essential criteria on the person specification will be offered an interview.

Rehabilitation of Offenders

All posts offered with Young Discoverers require a Criminal Records Bureau check. Applicants are required to disclose full details of any criminal history they may have prior to interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A CRB check will be carried out for successful applicants. This check for disclosure of criminal history will include spent convictions, pending prosecutions/current court proceedings and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in termination of employment. Any information given will be completely confidential and will be considered only in relation to this application.

Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed. Applicants should demonstrate that they meet all the essential criteria in their application form and at the interview.

Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them, preferably by giving specific examples.

When completing these sections, it is important to include part-time work undertaken on a voluntary basis, particularly if you have not been employed on a full-time basis before. Do not forget the skills and experience you have gained outside full-time work. If you have been out of paid employment for a long time or have never been employed, your job history may be less important than some of the responsibilities and experience you have had more recently. For example, you may have considerable domestic responsibilities, or may organize social or community activities in your spare time, or be active in a trade union. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.



JOB APPLICATION FORM

Inspiration for creative minds

Post Applied for:	Applicant's preferred working hours:
Closing Date:	
Please write in capital letters in black ink or type. Please do not include a CV.	

Please refer to the accompanying guidance notes when completing your application

PERSONAL DETAILS:

Surname:	Forenames:
Previous surname (if any):	
Address:	Telephone: Home: Business: Mobile: Email: Please indicate preferred contact method:
Postcode:	
Please state where you saw the job advertised:	

GENERAL:

Do you consider yourself to have a disability?	Yes	No
Are you currently in receipt of Incapacity Benefit?	Yes	No
Are you currently in receipt of a Carers Allowance?	Yes	No
Are you currently in receipt of Benefits?	Yes	No

Are there any adjustments that may be required to be made should you be invited for interview? If so please state here:

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes No If yes, please provide details:

If you are successful in your application would you require a work permit prior to taking up employment?
Yes No

EDUCATION AND QUALIFICATIONS:

Secondary Education :			
Subject:	Qualification:	Grade:	Year Obtained

Further Education/Vocational/Professional Qualifications held: (continue on a separate sheet if necessary)			
Subject:	Qualification:	Grade:	Year Obtained:

Qualifications currently being studied		
Method of Study	Level	Examination Date

Membership of Professional Bodies				
Institute	Grade of Membership Membership Number	Enrolment date	Examination date	Expiry date

PRESENT OR MOST RECENT EMPLOYMENT:

Name of Employer:

Address:

Telephone number:

Post Held:

Grade:

Date of Appointment:

Salary:

Notice Required:

PREVIOUS EMPLOYMENT (most recent first)

Dates: (month/year)	Employers name and address	Position held and Grade	Reason for leaving

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please read the job description and person specification carefully, then explain how your knowledge, skills and experience relate to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/community work, spare time activities and training. Please state what qualities you are able to bring to the post, highlighting specific skills, knowledge, abilities or other relevant factors in support of your application including any significant achievements (continue on no more than one additional A4 sheet if necessary, adding your name to each sheet)

REFERENCES:

Wherever possible references should relate to current or previous employment or alternatively work experience. One referee MUST be from your current or most recent employer OR if in school, college or just completed education, one referee MUST be from school/college (the application will not be pursued without two referees supplied). Young Discoverers reserve the right to request an alternative referee if that is deemed appropriate.

Referees:

Name:

Name:

Address:

Address:

Tel:

Tel:

Fax:

Fax:

e-mail:

e-mail:

Occupation:

Occupation:

I give/do not give permission for my references to be taken up prior to an offer of employment being made. (delete clearly as appropriate)

I declare that the information contained in this application form is correct and understand that I may be requested to show proof of qualifications at the time of interview.

I consent to Young Discoverers recording and processing the information detailed in this application. Young Discoverers will comply with their obligation under the Data Protection Act 1998.

DECLARATIONS AND CONSENTS:

Have you ever been convicted of a criminal offence? Yes No

If yes, please give details on a separate sheet (please read the guidance notes before completing this section)

Do you hold a current driving licence? Yes No

Please give brief details of any absences of three days or more which you have had in the last two years due to sickness.

Are there any dates when you would not be available for interview in the near future?

Information supplied on this form will be used to monitor the effectiveness of our practices and procedures, in particular our Equal Opportunities Policy. The monitoring is for statistical purposes only and your personal details will not be identifiable from this process. Young Discoverers will not retain application forms after six months from the date of appointment to the post. These will be destroyed confidentially.

Signature: Date:.....

Please send your completed form to:

Ms Ruth Dowswell, Young Discoverers, 22 Mount Park, Riccall, York YO19 6QU

Applicants who have not heard within 21 days of the closing date are thanked for their application and are asked to assume that it has been unsuccessful on this occasion.

Thank you for the interest you have show in Young Discoverers.