



## Application to be employed by Magpies

Magpies take safeguarding seriously and we ensure that those working with children are suitable people, who do not pose a risk to children. It is an offence to apply for this position if you are barred from engaging in regulated activity relevant to children.

If shortlisted you will be asked to complete a self-declaration of any criminal record or information that would make you unsuitable to work with children. (All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. A list of 'protected' spent convictions and cautions, which cannot be taken into account is available on the Disclosure and Barring Service website) You will also need to tell us if you are known to the Police or Children's Social Care, and about any relevant overseas information.

Any offer of employment is subject to satisfactory references and enhanced Disclosure and Barring Service (DBS) and Barred list check. We also require a full work history, proof of right to work, together with proof of identity and any qualifications

You should answer all questions honestly and truthfully and provide all relevant information, whether specifically requested or not.

### **PLEASE WRITE CLEARLY USING BLOCK CAPITALS.**

By applying for employment by Magpies you are agreeing to our terms and conditions.

If you require any help completing this form, please let us know.

1. Full name:
2. All previous names:
3. Home address with Postcode:
4. Years/months at this address:
5. National Insurance Number:
6. Are you entitled to work in this country?
7. Date of Birth: (Disregarded for selection)
8. Home telephone number:

9. Mobile telephone number:
10. Email address:
11. Marital status: (Disregarded for selection)
12. Dependent Children Sex/age: (Disregarded for selection)
13. Do you hold a full UK driving license: **Yes/ No** (Not essential)
14. Do you have the use of a car: **Yes/ No** (Not essential)
15. Please tell us about any qualifications you have in childcare (or related):
16. Have you ever been asked to leave any position, paid or unpaid, because of concerns, proven or unproven, about your conduct with children: **Yes/ No**
17. Are you aware of any reason why you should not work with children: **Yes/ No**
18. The childcare we provide is fully inclusive and we actively work to eliminate prejudice and discrimination on, for example, the grounds of disability, race or religion. Are you confident that you will be able to completely support this policy: **Yes/ No**
19. Magpies will encourage, and where possible enable, you to obtain appropriate qualifications to enhance your expertise and further your career. Some training is a requirement. Please state if you are willing to undertake training: **Yes/ No**
20. Magpies work hard to reduce the risk of child abuse and all employees have an obligation to report any suspicions they have, including those of work colleagues. Can you fully support this policy: **Yes/ No**
- 21. Work History: You must provide a full work history with dates. Dates must be consecutive (the start date of one must match the leave date of the previous one) and any periods where you were not working for any reason must be given. If this is your first job you must give the dates and title of your most recent training or education. Any time spent out of the country except for a holiday of less than 4 weeks must be stated, giving dates, location and if you were working the employers name and address. We understand that there are many good reasons for gaps in your employment history but you must tell us what they are.**  
**WORK HISTORY:**



Please use the space below to answer each question specifically;

A. Why you would like to work with children.

B. If there is any particular reason why you want to work for Magpies.

C. What you are doing at the moment.

D. Anything else that you would like us to know or feel you should mention.

Reference **ONE** must be a long term verification of identity this is, ideally, somebody who has known you for ten years or more; they cannot be a relative.

<b>ONE: Long-Term verification of identity</b>	
Name	
Position/Company if applicable	
Address	
	POSTCODE
Years known	
Relationship	

<b>TWO: Most recent employer or collage tutor:</b>	
Name	
Position/Company if applicable	
Address	
	POSTCODE
Years known	
Relationship	

<b>THREE: Personal, character: (Not a relative)</b>	
Name	
Position/Company if applicable	
Address	
	POSTCODE
Years known	
Relationship	

Your current employer will only be contacted after a position is offered and accepted. Other references may be taken up immediately.

Please note that we do not accept pro forma or 'to whom it concerns' references.

All employment is subject to a probationary period.

Please note that we require proof of every qualification and the right to work in the UK.

By signing below you are confirming that the information given in the 4 pages of this is form is full and correct. I confirm that I am enthusiastic about providing the best possible service and outcomes for children:

FULL NAME IN BLOCK CAPITALS:

SIGNED:

DATE:

We try to contact all applicants personally but please note that if we do not have positions available currently we may hold your application securely on file and contact you at a later date.

If called for interview you must bring with you Proof of Identity, original only, which will be returned to you before you leave after checking (Passport, Driving licence), Proof of address (Bank or utility statement) Any Right to work documents, and originals of any education or training certificates.

Please return your application to:

MAGPIES PRESCHOOL  
North Kidlington School,  
Benmead Road,  
Kidlington,  
Oxon OX5 2DA

Mark the envelope **CONFIDENTIAL**

'Magpies' refers to Magpies Kidlington Limited