

Training Programme Application

Please tick the appropriate boxes where necessary, and ensure that the application form is completed in full. CV's will **NOT** be accepted in support of your application.

NAME
TRAINING PROGRAMME APPLYING FOR / EMPLOYMENT APPLYING FOR, IF APPLICABLE
<p>TRAINING PROGRAMME</p> <p>PROGRAMME APPLYING FOR</p> <p><input type="checkbox"/> 16-18 years</p> <p><input type="checkbox"/> 19+</p> <p><input type="checkbox"/> 25+</p> <p>INTERMEDIATE APPRENTICESHIP</p> <p><input type="checkbox"/> CACHE Level II Certificate in Children's and Young People's Workforce</p> <p><input type="checkbox"/> CACHE Level II Certificate in Supporting Teaching and Learning in Schools</p> <p><input type="checkbox"/> CACHE Level II Diploma in Health and Social Care</p> <p>ADVANCED APPRENTICESHIP</p> <p><input type="checkbox"/> CACHE Level III Diploma in Children's and Young People's Workforce</p> <p><input type="checkbox"/> CACHE Level III Diploma in Specialist Support for Teaching and Learning in Schools</p> <p><input type="checkbox"/> CACHE Level III Diploma in Health and Social Care</p> <p>VACANCIES</p> <p><input type="checkbox"/> Nursery Assistant while studying Level II</p> <p><input type="checkbox"/> Nursery Assistant while studying Level III</p> <p><input type="checkbox"/> Teaching Assistant while studying Level II</p>

What hours are you applying for? If already in employment and application is for training only please state below. If employed in a care or childcare setting please state name of setting.					
<input type="checkbox"/> Full time hours <input type="checkbox"/> Part time hours <input type="checkbox"/> Already in employment					
If applying for part-time work with Happy Child, what hours are you available to work?					
	Monday	Tuesday	Wednesday	Thursday	Friday
8.00 a.m. – 1.00 p.m.					
1.00 p.m. – 6.00 p.m.					
How did you hear about the training programme?					

APPLICATION FOR TRAINING

Surname:	Title:	First Names: Known As:
Home Address:	Home Tel No.	
Postcode:	Mobile No.	
Email Address:		Work No.
Do you have a current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>		Is it ok to contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>
What is your nearest Mainline / Tube station?		Are you prepared to commute / relocate? Yes <input type="checkbox"/> No <input type="checkbox"/>
How long would it take you to travel to Happy Child Training Office in Ealing?		
<p>In order to comply with the Asylum and Immigration Act (1996), please state whether or not you have been a permanent UK resident for the last three years. Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, please give date of entry into UK)</p> <p>Do you require a Work Permit?</p> <p>National Insurance No:</p>		
Have you previously applied to Happy Child Group?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you previously worked for Happy Child Group?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, in what capacity?		

CURRENT EMPLOYMENT

Start Date month/year	Name and Address of Employer	Position Held Briefly outline duties	Reason for Leaving inc. compromise agreement if applicable
Current Salary (per annum): £		Notice Period:	

PAST EMPLOYMENT

List your previous employment, beginning with the most recent

Start & Finish Dates month/year	Name and Address of Employer	Position Held Briefly outline duties	Reason for Leaving inc. compromise agreement if applicable

If there are any gaps in your employment, please explain here:

EDUCATION

Secondary Education

Name of School	Dates Attended month/year	Qualifications & Subjects	Grade

Further Education

Name of College or University	Dates Attended month/year	Course	Qualification & Grade

Please be aware that you will be required to bring your original certificates to interview – all offers of training/employment will be subject to proof of these. Photocopies will not be accepted.

ADDITIONAL INFORMATION

Please list below **any** special knowledge, qualifications, training, experience (including voluntary experience), abilities and skills you have attained which will support your application. Please make particular reference to the job description and person specification for this post. ***Please use additional paper if you wish to.***

REFERENCES, IF APPLICABLE

Happy Child Limited requires the names and contact details of **two employment referees**, one of whom must be your current or most recent line manager or tutor in the case of university, college or school leavers. **They must not be a relative and they must be able to comment on your suitability to work with children.** They will, in most cases, be contacted prior to interview and subsequent appointment to a Happy Child position – this is not applicable for the training programme where you are employed elsewhere.

Name:	Name:
Position:	Position:
Organisation:	Organisation:
Relationship to Referee:	Relationship to Referee:
How long have you been known to this referee? (Provide dates month/year)	How long have you been known to this referee? (Provide dates month/year)
Address:	Address:
Postcode:	Postcode:
Telephone No:	Telephone No:
Email:	Email:
May we contact this referee before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact this referee before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

If for some reason you are not able to provide referees from previous employment or college, you should give the names of people that know you and who hold positions of responsibility within the community. **Referees must not be a relative.**

DISCLOSURE OF CRIMINAL CONVICTIONS, WHERE APPLICABLE

The position for which you are applying is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and 1986. This means that you are required by law to disclose **all** spent and unspent criminal convictions. You should also include any cautions or pending actions, or if you were bound over.

As a registered body of the CRB, Happy Child Limited adheres to the CRB Code of Practice. Please visit www.crb.gov.uk for further information and guidance. All offers of employment are subject to receipt of a satisfactory Enhanced CRB disclosure and notification that you are registered with the Independent Safeguarding Authority (ISA).

If this is your first position working with children, you will not be appointed until a satisfactory CRB disclosure is received and you are registered with the ISA.

All information within the CRB disclosure will be maintained confidentially by the HR Department. You may make this disclosure on a separate sheet and submit in a sealed envelope marked 'CONFIDENTIAL'.

Where no convictions have been recorded against you, write NONE across the boxes.

Offence	Date of Conviction	Sentence

If you are convicted later during the application process, you must inform the HR Department of the details.

I certify that, to the best of my knowledge, the information that I have entered is factually correct and I understand that any false information may result in my application being removed from the recruitment process or in the event of employment, result in disciplinary action which could include dismissal by Happy Child Limited.

Name: (Print)	
Signature:	
Date:	

FAILURE TO COMPLETE THIS DECLARATION WILL RESULT IN YOUR APPLICATION BEING WITHDRAWN

DECLARATION, WHERE APPLICABLE

The information that you provide on this form and that obtained from relevant sources will be used in the administration of your employment. The personal information that you give us will be used in a confidential manner to help in monitoring the recruitment process.

We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We will check the information collected with third parties or with other information held. We may also pass information to third parties to prevent or detect crime, to protect public funds or in any other way permitted by law, including as part of the Vetting and Barring Scheme operated by the ISA.

By signing this application form you declare to understand that the information provided will be retained in a secure and confidential manner and agree to the processing of sensitive personal data (as detailed above) in accordance with the Data Protection Act 1998.

As part of signing this declaration, you also agree to Happy Child checking your suitability to work with children with the ISA, as part of their Vetting and Barring scheme. You also agree to provide the relevant documents to apply for an Enhanced CRB Check, which will automatically register you with the ISA.

You are also agreeing that, if appointed you will pay for the Enhanced CRB which is deducted from your first month's salary.

I declare that all information provided on this application is true and correct and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority (ISA), the Secretary of State or a regulatory body.

I understand that to knowingly give false information, or to omit any relevant information, will result in my application being withdrawn from the recruitment process; or could result in the withdrawal of any offer of appointment; or if in employment may result in disciplinary action, including dismissal and possible criminal prosecution.

Name: (Print)	
Signature:	
Date:	

WHAT TO DO NOW?

Please ensure that you have completed the application fully and then return in the self-addressed envelope. If you complete this form electronically and return on-line, you will be asked to sign all the relevant parts if invited for interview.

Happy Child Training will advise you of the outcome of your application for a suitable training programme

DISCRIMINATION, THIS SECTION IS VOLUNTARY AND YOU DO NOT HAVE TO COMPLETE THESE QUESTIONS IF YOU DO NOT WISH TO DO SO

Happy Child Group is committed to eliminating prejudice, discrimination and harassment against any employee, individual or group on the grounds of age, class, religion or belief, gender, disability, race (ethnic or national origin), sexual orientation, HIV status, or employment status, e.g. part-time workers. Happy Child Group is also committed to the active promotion of equal opportunities in its employment practices in the work it undertakes and in the provision of all its services

The following will be used solely for monitoring our diversity Information and recruitment activity. It will be treated as confidential under the terms of the Data Protection Act 1998 and will not be used to assess suitability for the job or in the selection decision.

Gender: Male Female Date of Birth:

Ethnicity

Ethnic origin is *not the same as nationality; place of birth or citizenship*, but about your broad ethnic group.

(Please note these categories are provided and recommended by the office for national statistics as supported by Code of Practice on Racial Equality in Employment).

Please highlight the appropriate ethnic group :

- 31 English / Welsh / Scottish / Northern Irish / British
- 32 Irish
- 33 Gypsy or Irish Traveller
- 34 Any Other White Background
- 35 White and Black Caribbean
- 36 White and Black African
- 37 White and Asian
- 38 Any Other Mixed / Multiple Ethnic Background
- 39 Indian
- 40 Pakistani
- 41 Bangladeshi
- 42 Chinese
- 43 Any Other Asian Background
- 44 African
- 45 Caribbean
- 46 Any Other Black / African / Caribbean Background
- 47 Arab
- 98 Any Other Ethnic Group
- 99 Not Provided

DISABILITY

Disability is defined in the Disability Discrimination Act 1995 as a condition that has a substantial long-term effect on your ability to carry out normal day to day activities.

Do you consider yourself to have a disability? Yes No

If yes, please provide additional details indicating the level of this disability.

PLEASE USE THIS PAGE FOR ADDITIONAL INFORMATION

OFFICE USE ONLY