



# Poppies Pre-School Ltd

The Old Surgery, Blackiemuir Avenue, Laurencekirk, Aberdeenshire, AB30 1DX Tel. 01561 376274

## Application Form Private and Confidential

**Job Title:**

### Personal Information

Surname	First Name
Title	Date of Birth
Address	Home Tel No
	E-mail

### HEALTH

Do you have any specific needs that might require adjustments to be made to the nursery to enable you to undertake the post?

### Notice Period / Current Salary

If appointed how soon could you take up employment ?	Current Salary /Hourly Rate
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## Declaration

I declare that the information given in this application is to the best of my knowledge accurate and truthful. Any misleading statements may result in dismissal if they become known after appointment.

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

## Qualifications and Training

Please give details of appropriate qualifications beginning with most recent, also including secondary school. (original certificates will be verified if successful)

List any other relevant training undertaken

Applicants for this post must agree to be registered with the Scottish Social Services Council

**Are you currently registered with the SSSC?**

**Evidence of registration will have to be verified.**

## Employment History

**Are you currently employed?**

*Please start with most recent employment.*

Date/s	Job Title	Employer Name and Address	Outline of Main Duties	Length of Employment/ Reason for Leaving

**References** – Give names of two people willing to supply references. *You must use the name of your present or most recent employer. No references from relatives.*

	1	2
Name		
Address		
Tel No		
<b>How long have you known the referees</b>		
In what capacity		
Occupation		

Additional Information

**Please use this section to explain why you are applying for this post and how your qualities, skills and experience relate to the post. Please add as much detail as you can in this section.**

## Vetting Procedures

All applicants for posts at Poppies Pre-School Limited, which involve contact with children, will be required to complete the enclosed self-declaration form.

**This post requires the completion of a self-declaration form and a Disclosure Check through the PVG Scheme . Only in the event of appointment will a disclosure check be undertaken.**

Self-Disclosure Form

**Please complete and return to us.**

Disclosure Check

Please confirm that you understand that should you be offered a post at Poppies Pre-School Limited you agree to a Disclosure Check

**I confirm that I understand this.**

**Signed.....**

**Date.....**

# Self-Disclosure Statement

Please complete this form and return it.

The U.K. legislation and guidance regarding the welfare of children states that the welfare of children and young people must be of paramount consideration. *Poppies Pre-School Limited* fully supports this therefore everyone connected with *Poppies Pre-School Limited* must complete and sign this statement.

The post that you have applied for is subject to a Disclosure Check through the PVG Scheme, Disclosure Scotland.

The post is exempt from the Rehabilitation of Offenders Act 1974 by the Exceptions Scotland Order 2003 and the Police Act 1995 (Part V) You are therefore required to disclose all convictions, spent or unspent, cautions, warnings and reprimands and any other relevant non conviction information. Failure to provide this information could lead to the withdrawal of an offer or the termination of employment. Although convictions or charges and relevant non conviction information will be taken into consideration during the interviewing and selecting process, disclosure will not necessarily prevent an application from succeeding.

It is an offence to apply for, offer to do, accept or do any work in a childcare position if you are disqualified from working with children.

## Self Disclosure

**Have you ever been convicted of a criminal offence, charged with an offence, cautioned, given a warning or been the subject of a reprimand which you think is relevant to disclose, or are you at present the subject of criminal charges?**

If yes, please provide the following details:

Nature and date of conviction/s

Outcome of any conviction/s

**Non-conviction relevant information other than that already disclosed above. Has any Social Work / Social Service Dept or Police ever conducted an enquiry or investigation about any allegations or concerns that you may pose actual or potential harm to children?**

**Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary work due to inappropriate behaviour to a child that may have harmed or put them at risk?**

**If YES, please give details:**

**Are you, or have you ever been, known to any Social Work/ Social Services Dept as an actual harm or potential harm to children (in Scotland, rest of the UK and abroad)?**

**If YES, please give details:**

## DECLARATION

**I declare and represent that, except for as disclosed above, a court for a criminal offence has not at any time, in the UK or abroad, found me guilty and sentenced me.**

**I give my consent to Poppies Pre-School Limited carrying out a Disclosure Check through the PVG Scheme and to requesting references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.**

**I agree to inform Poppies Pre-School Limited if I am convicted of an offence after I take up any post with the company. I understand that failure to inform will lead to immediate suspension of my work with children at Poppies and the termination of my services.**

**I understand that if appointed, I will be required to work within the codes of conduct, policies and procedures laid down and explained by my employer and to adhere to the Scottish Social Services Council Code of Practice for Social Service Employees.**

**I confirm that the information I have given on this form is correct and true to the best of my knowledge. I realise that false statements or wilful omissions may result in the offer of employment being withdrawn or dismissal from the post if they become known after my appointment.**

**I consent to my personal details being processed and kept for the purposes described above and in accordance with the Data Protection Act 1998.**

**I agree to abide by the conditions above**

Signed:

Print Name:

Date:

Please complete this form and return it in the enclosed separate envelope. This will only be opened and read if your application is successful. If you are unsuccessful the contents of the envelope will be safely destroyed.