



Laying Foundations for
Bright Futures

Building Blocks APPLICATION FORM

Building Blocks is committed to recruiting the highest quality of staff and safeguarding the children in our care. Our application process is designed in order to achieve both of these goals. The information contained on this form will be used in our decision-making process. If you are employed by us, any false information given by you may lead to disciplinary action and potentially immediate dismissal. **Building Blocks** is an equal opportunities employer. Applications are invited from all sections of the community irrespective of gender identity, marital status, disability, race, nationality, ethnicity, and religion.

POSITION APPLIED FOR

FULL NAME

FULL NAME IF DIFFERENT AT BIRTH

DATE OF NAME CHANGE AND REASON

FULL POSTAL ADDRESS

.....

.....

CONTACT (Telephone)

(E-Mail)

ARE YOU A REGISTERED CARER WITH OFSTED? YES/ NO

DO YOU REQUIRE ANY ADJUSTMENTS TO BE MADE IN ORDER FOR YOU TO YES/ NO
ATTEND OR ENGAGE IN AN INTERVIEW? IF YES PLEASE SPECIFY:

.....

.....

WHERE DID YOU SEE THIS POST ADVERTISED?

.....

.....

Education and Training

Please give details of any secondary schools, Colleges or Universities you have attended with start and end dates, courses and grades achieved.

Please give details of any relevant courses you have attended with dates: (If you have an Early Years Qualification level 2 or above awarded after 30th June 2016, please provide the details of your full Paediatric First Aid (PFA), (dates attended with expiry date.)

Reflecting on the job description, what skills and attributes do you think you can bring to the role and why does this post within our company appeal to you?

WORK HISTORY (Please give details of all employment, starting with most recent or present employer first)

Name & Address of Employer	Month & Year From	Month & Year To	Job Description	Reason for Leaving

PERIODS WHEN NOT WORKING (Please give details of any periods when you have not been employed and the reasons for this, including any voluntary work and/or unpaid work experience starting with the most recent)

Month & Year From	Month & Year To	Reasons	Name and Address of employer if work experience/voluntary

REFERENCES

- Any job offer is subject to satisfactory references, a clear DBS and Right to Work checks.
- Please give full names, addresses and telephone numbers of two work related referees, at least one of whom should be your current or most recent employer.
- If you are currently working with children your present employer will be asked about any disciplinary offenses that are current and/or time expired, whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. NOTE: If you are not currently working with children, but have done so previously, the above questions will be raised with your last childcare related organisation.
- Please DO NOT use relatives or people you solely know in the capacity of friendship as a referee.
- All references will be collected within a timely manner, suggested deadlines may be set in order to support a prompt turn around.
- In the event of there being any gaps or queries these will be addressed but could result in a delay in obtaining a reference/start date.

Referee 1 (Current Employer)		Referee 2 (Other)	
Full Name of referee inc organisation details and position held:		Full Name of referee inc organisation details and position held:	
Professional email address:		Professional email address:	
Full Address:		Full Address:	
Telephone number:		Telephone number:	
What is this person's relationship to you?		What is this person's relationship to you?	
May we contact this referee now? YES/NO		May we contact this referee now? YES/NO	
Right to work in the UK Do you require a work permit or an E-visa to work in the UK? Yes / No When would you be available to start? Do you have any pre-booked holiday? Yes/No Please supply dates of holiday here:			
Ideal working hours: Full Time Part Time Flexible/Cover Staff			
Any specific restrictions to your time (i.e. 'can't be in before 8.00am' or 'can't work Wednesdays after 5pm' etc. due to childcare, courses, other commitments etc.)			

DECLARATION

Rehabilitation of Offender's Act 1974

This post is exempt from the Rehabilitation of Offenders Act 1974, and the successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by DBS.

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected.' These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions are to be found on the Gov.uk website:

<https://check-when-to-disclose-caution-conviction.service.gov.uk/steps/check/kind>

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not filter, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against the information from the Disclosure and Barring Service, by completing an online disclosure and barring application form (DBS) Having a criminal record will not necessarily debar you from employment with us, but refusal to undergo a check may mean that you cannot be considered for the job.

List 99 contains the names, dates of birth and teacher reference numbers of people whose employment has been barred or restricted, either on grounds of misconduct or on medical grounds.

Any information supplied will remain confidential and considered only in relation to this application.

Are you on List 99, disqualified from working with children, or subject to any sanctions imposed by a regulatory body (for example the General Teaching Council)?	YES/ NO
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) (2013, 2020 & 2023)	YES/ NO
Have you ever been dismissed from an Early Years' Service?	YES/ NO
Have you ever been disqualified from working with children?	YES/ NO

If you have answered YES to any of the above 4 questions, please provide further details in a separate email to tasha@buildingblockschildcare.co.uk marked PRIVATE AND CONFIDENTIAL, stating your full name within the context of the email and that this is linked to an application.

I declare that the above information is complete and accurate and there is no reason why I should not be suitable to work with children. I understand that any provisional offer of employment is subject to satisfactory references, DBS certificate and check of the Barred List and Right to Work checks.

*I give my consent to **Building Blocks** to hold and process the information provided by me in confidence for the purposes of recruitment and selection. The information provided has been completed by me and is true and correct. I understand that if the information I supply is not accurate or is false you could withdraw an offer of employment or dismiss me.*

I understand that if I do not agree to this declaration, you cannot consider my application.

SIGNED..... PRINT NAME.....

DATE.....