** Wrap Around Care Job Application Form**

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the person specification.

Please ensure the finished form is returned by the closing date **(Friday 19th May)** to **aktivities.ltd@gmail.com**

**Please download and make a copy of this form in Microsoft word before beginning your application.**

 GUIDELINES

Applicants will be treated in the same way whether they are external or internal candidates.

Position and HOURS applying for:

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| Wrap Around Care Pre-School Lead **or** Wrap Around Care Pre-School Assistant **Please delete as appropriate** Part time **or** Full time **Please delete as appropriate** Please select the days and hours you are applying to work. **Please delete as appropriate** Monday Breakfast Club: 07:30 – 09:00 Yes / NoMonday After-School Club: 15:00 – 18:00 Yes / NoTuesday Breakfast Club: 07:30 – 09:00 Yes / NoTuesday After-School Club: 15:00 – 18:00 Yes / NoWednesday Breakfast Club: 07:30 – 09:00 Yes / NoWednesday After-School Club: 15:00 – 18:00 Yes / NoThursday Breakfast Club: 07:30 – 09:00 Yes / NoThursday After-School Club: 15:00 – 18:00 Yes / NoFriday Breatfast Club: 07:30 – 90:00 Yes / NoFriday After-School Club: 15:00 – 18:00 Yes / No |

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| Where did you see this post advertised?  |

1. Applicant’s details

|  |  |  |
| --- | --- | --- |
| Title: | Surname: | First name: |
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| Home address:  |
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| POST CODE: |

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| Telephone nos: please include full STD code |
| Home:  |
| Work: |
| Mobile: |

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| Email address:  |

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| --- | --- |
| National Insurance Number: |   |

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| Are there any restrictions regarding your employment? e.g do you require a Work Permit? If so, state whether you currently have permission to work in the UK. | **Yes**\*/**No****Details:** |

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| How much notice do you need to give to your current employer?  |  |

2. FuLL employment HISTORY

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in *Section 5: Experience / skills. In presenting your employment,* ***please explain any gaps in your employment record.*** *A single chronological record of all employment, training, periods of unemployment etc. is the most helpful presentation.*

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| 1. Current/most recent employer/organisation  |
| Name:  |
| Address:  |
| Nature of organisation:  |
| Job Title:  | From: | To:  |
| Brief description of role/responsibilities: |
| Reason for leaving/changing:  |

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| --- |
| 2. Employer/organisation  |
| Name:  |
| Address:  |
| Nature of organisation:  |
| Job Title:  | From: | To:  |
| Brief description of role/responsibilities: |
| Reason for leaving/changing:  |

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| 3. Employer/organisation  |
| Name:  |
| Address:  |
| Nature of organisation:  |
| Job Title:  | From: | To:  |
| Brief description of role/responsibilities: |
| Reason for leaving/changing:  |

3. Education

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. **Please start with the most recent.** Please include details of academic qualifications obtained in school and in further and higher education including grades.

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| Name of school/college/ university/training body | Subject studied  | Qualification/ Level and Grade |
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4. Training

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

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| Training Course | Date  |
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5. Experience / Skills

This section is for you to give specific information in support of your application.

After reading the job details and skills and experience required for the post carefully, consider to what extent you have gained the skills, abilities and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. **Please include why this particular role is of interest to you** and describe your connection (if any) with AK-tivities or Hemingford Grey Primary School, and your understanding of it.

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6. Other Information

Please provide any other information which you think is relevant to your application.

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1. references

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. Testimonials or references from friends and relatives are not acceptable. Our policy is to take up references in all cases. All appointments will be made subject to satisfactory references and employment checks, which will include contacting previous employers. Referees will be asked about whether the applicant has been subject to any safeguarding concerns. We reserve the right to approach additional referees or employers to carry out a thorough background check.

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| 1. Name:  |
| Position:  |
| Organisation:  |
| Address:  |
| Email Address: |
| Tel:  |
| Can we request references prior to interview? Yes [ ]  No [ ] (Our safeguarding practice requires this) |

|  |
| --- |
| 2. Name:  |
| Position:  |
| Organisation:  |
| Address:  |
| Email Address: |
| Tel:  |
| Can we request references prior to interview? Yes [ ]  No [ ] (Our safeguarding practice requires this) |

1. Criminal convictions

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| --- |
| **Do you have any criminal convictions?** Yes [ ]  No [ ]  If Yes please give details below:**Are you barred from working with children or any vulnerable groups, or subject to sanctions imposed by a regulatory body?**Yes [ ]  No [ ] If Yes please give details below:AK-tivities is committed to safeguarding children and young people, we expect all applicants to uphold this. All post holders are subject to a satisfactory enhanced Disclosure Barring Service check. A Disclosure will be requested from the Disclosure Barring Service at Enhanced level for the successful applicant for any post. All applicants are therefore asked to inform the school of any matters that may appear in such a Disclosure so that they can be fully considered at an early stage of the selection procedure. A criminal record is not necessarily a bar to obtaining a position at the school; each case will be carefully considered on its merits if full disclosure of relevant details is made in the Application. Note that no items may be treated as ‘expired’, as posts involving contact with children are exempt from the relevant statute. AK-tivities is an equal-opportunity employer and does not discriminate against those with prior criminal convictions in making employment decisions, except in so far as the convictions known to the school are such as to make the person concerned unsuitable for the work involved in the post. In particular, any offence which results in the person being listed by the Department for Education and Skills or the Department of Health as unsuitable for work involving contact with children will be an absolute bar to employment by the School in any capacity. |

1. declaration and signature

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| The information supplied in this application form is accurate to the best of my knowledge.[ ]  I verify that there is nothing I am aware of that would make me unsuitable to work with children and vulnerable people[If completing the form electronically please type your name and date below and check the box that verifies you are the person signing the application:] Signed Date [ ]  I verify that I am the person signing the declaration  |

By signing and returning this application form you consent to AK-tivities collecting and processing information about you provided by you – or third parties such as referees – relating to your application or future employment. Your data and information will be kept in a secure database for no longer than 30 days after the successful candidates have been approved.

***Thank you for completing the form.***

Please attach your completed form and email to us at **aktivities.ltd@gmail.com**by no later than **5pm** on **Friday 19th May**.

We will then begin shortlisting candidates for interview and be in contact to arrange either a face to face or online interview for after the May half term holidays.

Kind regards

Ashley Matthews

Managing Director of UK Operations
AK-tivities Multi Activity Sports Camps
Wrap Around Care Provider for Hemingford Grey Primary School

E: aktivities.ltd@gmail.com