

# The Oaks CIC Application Form



**The Oaks Childcare**  
Community Interest Company

The Oaks CIC is an equal opportunities employer

When you have completed this form you can either:

- Email your completed form to (you can also attach your CV) to [office@theoakschildcare.co.uk](mailto:office@theoakschildcare.co.uk)
- Post it to The Office Manager, The Oaks Childcare Clubs CIC, 2a Bramley House, Butlers Lands Farm, Mortimer, RG7 2AG

**PLEASE NOTE:** It is an offence for you to apply for this role if you are barred from engaging in regulated activity relevant to children. Our enhanced checks will disclose such information which will be reported to the relevant authorities.

## Position applied for:

### Personal Details

---

Title                      Surname                      First Name(s)

Address

Postcode

Telephone (Mobile)

Telephone (Day)

Email Address

Gender

Date of Birth

Previous name(s)                      - please include date(s) each name was used                      MM/YYYY

### Education and Training

---

What formal education, vocational/professional qualifications and training do you have? Please include everything you consider relevant. *Continue on a separate sheet if necessary or you can attach your CV.*

Examinations, qualifications, training courses, with results

Date

## Work Experience

---

Please outline all roles you have had along with dates. *Continue on a separate sheet if necessary or you can attach your CV.*

Employer, role held, outline of responsibilities

Date

If necessary please use this space to explain any significant gaps in work experience above.

## What can you bring to the post?

---

Please use this space to explain why you are interested in this post and what you can bring to it. Try to relate your experience (paid or unpaid) to the job description/advert. *Continue on a separate sheet/back page if necessary*

## Disabilities

---

We will treat any information you give us here as sensitive personal data and it will only be disclosed to the staff who are directly involved directly in the recruitment process for the job(s) you are applying for. If you prefer to talk to someone regarding a disability please contact our Office Manager to arrange.

**Do you require any special arrangements to be made for an interview on account of a disability?**

Yes      No

If “Yes”, please give brief details and any information that you feel would help us to accommodate your needs during the recruitment process.

## Right to work in the UK

---

Are there any restrictions on your right to work in the UK? Yes No

If “yes” please state restrictions and the expiry date of any permissions.

## Self Disclosure

---

As the role you have applied for involves contact with children, you will be required to undergo the relevant vetting and barring checks.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access information held about you.

Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children? Yes No

If yes, please provide further information:

Have you been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children? Yes No

If yes, please provide further information and include details of the outcome:

Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children? Yes No

If yes, please provide further information:

Do you have any unspent convictions or conditional cautions? Yes No

Do you have any spent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by either: Yes No

- the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England, Scotland and Wales
- or the Rehabilitation of Offenders (Northern Ireland) Order 1978 as amended in Northern Ireland?

Do you have any overseas convictions? Yes No

If yes, please provide further information:

## Confirmation of Declaration (tick items below)

---

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.

In accordance with the organisation's procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.

### Referees

Please provide details of two referees, who will only be contacted if you are successful in your application. Ideally they would be your present and previous employer. If you have not had two employers then please give details of some one who knows you well although not a member of your family.

#### REFEREE 1

---

Name

Address

Postcode

Mobile Number

Landline Number

Email Address

How do you know this person?

#### REFEREE 2

---

Name

Address

Postcode

Mobile Number

Landline Number

Email Address

How do you know this person?

## Data Protection

---

All information given on this form will be treated in strict confidence and in line with our Data Protection Policy.

Our job application privacy notice is available on request.

If your application is unsuccessful or we do not have any suitable vacancies your details will be kept for a maximum of 3 months. If you do not wish us to keep your information for this period please indicate here:

**I do not wish my application details to be kept on file for 3 months.**

I declare that the information contained in this form is true and complete and I give my consent to it being processed for the purposes of employment-related administration.

***PLEASE NOTE: Any false, incomplete or misleading statements may lead to any offer of employment being withdrawn or to dismissal.***

Signed:

Date

Print Name: