

# Worcester Early Years Centre

## APPLICATION FORM

for a position on the Staff Team at Worcester Early Years Centre, Manor Farm, Lower Wick, Worcester WR2 4BS

All information given on this form will be treated in the strictest confidence.  
Please complete in blue/black ink.

First Names: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Surname: \_\_\_\_\_ N.I.No: \_\_\_\_\_

Address: \_\_\_\_\_ : \_\_\_\_\_

Mobile telephone: \_\_\_\_\_ Home telephone: \_\_\_\_\_

1. What was the date (approximately) of your last CRB or DBS Enhanced Check?
2. Do you subscribe to the DBS Update Service? YES/NO
3. Please list your qualifications relevant to Early Years

Name of Qualification	Date Achieved	Validating Body

4. Please could you nominate two referees who could be contacted for a confidential reference. Ideally one should be professional from a work situation and one can be personal.

Professional Reference	Personal Reference
Name:	Name:
Address:	Address:
Tel no:	Tel no:
Connection:	Relationship:

5. Please list your experiences to date that would support your responsibilities and duties in an Early Years post.

Relevant experience in Child Care Management to date Historic to Current	Dates:		Experience
	From:	To:	

Are you currently in work?

YES/NO

If NO - How long have you been employed? \_\_\_\_\_

If YES - where are you currently employed? \_\_\_\_\_

How long have you worked here? \_\_\_\_\_

How much notice do you have to give to move employment? \_\_\_\_\_

6. Can you be at all flexible regarding your timetable? Please explain your limitations

e.g. Term Time only timetable or all year. Full time/part time.  
Earliest start time. Latest finish time. (We are open 8am-6pm)

7. How would you travel to WEYC to work?.....

8. Would you like to work term time ONLY  or term time and holiday time?

9. Which age groups would you prefer to work with

Babies  Toddlers  Nursery  Pre School

or would you prefer: Admin  Catering  Cleaning  Groundswork

10. What personal qualities and strengths do you possess that would support you in a position at an Early Years Centre?

11. Do you have any particular talents, qualifications or interests that could enhance your work with young children? (e.g. Piano playing, Speech & Language, Equine, Cookery, Gardening etc).

12. Are there any gaps in your experience or specific training needs that you would like to address in the near future?

13. What are your impressions of WEYC so far?

14. What talents can you offer that will enhance the quality of Early Years Provision at Worcester Early Years Centre?

15. Are you applying for an Apprentice Position? YES/NO

IF YES, Level 2  Level 3

16. What are your current aspirations in your Early Years Career?

17. What are your long term plans?

18. Do you have any special needs/requests you would like to bring to our attention?

All positions at WEYC are subject to an enhanced Disclosure & Barring Service Check which is funded by individual staff members as well as two excellent references.

19. This post is exempt from the Rehabilitation of Offenders Act 1974 meaning that all applicants are required to disclose all convictions, whether spent or unspent.

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance and may disqualify you from working with young children? YES/NO

Does your partner or any other person living in your household, to your knowledge have any convictions, cautions, reprimands or acquittals that might disqualify you from working with young children? YES/NO

20. You will be required to provide evidence of your legal right to work in the UK at interview.  
Do you have the legal right to work in the UK? YES/NO

21. Is there any further information that you would like to pass on to us at this stage?

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Please return your completed Application Form to Mrs Cath Glover (Recruitment Officer) MEYC Office, Hayswood Farm, Madresfield, Malvern, Worcs WR13 5AA for the attention of Mrs C Glover. Thank you.  
05.15.saerecr