

**North Wiltshire Opportunity Group for Pre School Children with Special Needs  
District Specialist Centre for North Wiltshire**

King's Rise Children's Centre, Lodge Road, Chippenham, Wiltshire, SN15 3SY  
Tel: 01249 657145



*Maximising ability; Minimising disability*

Springboard is committed to safeguarding and promoting the welfare of children, all applicants must be willing to undergo child protection screening including references from previous organisations and an enhanced DBS check.

As an Equal Opportunities Employer, we aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, marital status, religion, ethnic origin, nationality or sexual orientation. Disability or health problems do not preclude full consideration for the job and applications from disabled persons are welcomed.

Please complete this form in type or black ink. All questions must be answered in the boxes provided.

First name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

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

Post Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Mobile phone number \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Please give the names and addresses of two people who can provide references. One should be your present or most recent employer, if this is not the case please give details of relationship.**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**Only complete this section if the role description indicates that the post is exempt from the provisions of the Rehabilitation Act 1974.**

Have you ever been convicted of any criminal offence? **YES/NO**

If **YES**, please give details of the conviction(s) and date(s) in the space provided below:

\_\_\_\_\_

**Disqualification by association**

**Do you live in a household where any person has received any convictions, cautions, court orders, reprimands or warnings or other grounds for disqualification from the appointment under the Childcare (Disqualification) Regulations 2009? Yes / No (please delete as applicable)**

If yes, please give details including dates, information about the body that made the determination and where relevant a certified copy of the order

Please circle which area of voluntary work you are interested in supporting

Management Committee	*Springboard Sessions	Friends of Springboard
HR and personnel	Early Years and Childcare	Grant Applications
Tendering and Contracts	Health	Media and PR
Business Management	Music/Dance/Art	Gardening
Finance	Holiday/weekend activities	IT and Social Media
Staff Supervision	Volunteer Driver	General Maintenance
		Fundraising Events

**AVAILABILITY**

How often would you be prepared to help? (Please circle) 1-2-3-4-5 times per week

For \*Springboard sessions please fill in the chart below, using the following symbols:

X = never available      = preferred times      ? = possible/occasional

	Monday	Tuesday	Wednesday	Thursday	Friday
9.15 – 12.00 pm					
12.00 – 2.45 pm					

Might you be able to help at short notice? Yes\No

For the **Management Committee and Friends of Springboard**, please fill in the chart below using the following symbols:

X = never available      = preferred times      ? = possible/occasional ]

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Evenings							
Day time							

**Relevant Qualifications, Professional Membership/Training**

Secondary Schools, Colleges, Universities, Training Provider	From:	To:	Brief Details of Courses:	Grade:

**DISABILITY OR HEALTH PROBLEMS DO NOT PRECLUDE FULL CONSIDERATION FOR THE ROLE AND APPLICATIONS FROM DISABLED PERSONS ARE WELCOMED.**

**Disability:**

Do you consider yourself to have a disability?

Yes

No

Are you registered disabled?

Yes

No

Do you have a driving licence? **YES/NO** Do you have reasonable access to public transport? **YES/NO**

Do you have access to a vehicle? **YES/NO**

**Employment:**

Current/most recent

employer:

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

Date Started: \_\_\_\_\_ Until: \_\_\_\_\_ Notice required: \_\_\_\_\_

Role: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Brief Description of Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Other employment/career history starting with most recent:**

For posts which involve working with children, please give full employment history; accounting for any gaps (please continue on a separate sheet of paper if necessary).

From:	To:	Employer: Name and Address:	Post:	Reason for Leaving:

**Please give details of other interests, including involvement in voluntary organisations which you consider relevant:**

**Experience/Relevant Skills**

Please state how your experience and achievements to date would make you a suitable candidate for volunteer role and the area of interest to you. If you need to continue beyond these pages of the form please use the same size white paper.

**Declaration**

Any of the above particulars may be subject to check. I understand that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or a withdrawal of any offer of employment.

I declare that the information given on this form is to the best of my knowledge correct and complete and can be treated as part of any subsequent contact of employment.

I understand that the Pre-school may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the Pre-school.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return in an envelope marked 'CONFIDENTIAL'; to:

**Pre-school**      **Name:** Springboard Opportunity Group  
**Address:** Kings Rise Children Centre  
Lodge Road  
Chippenham  
Wiltshire SN15 3SY

### EQUAL OPPORTUNITIES

We are committed to Equal Opportunities in Employment. As part of this policy, all applicants for employment are requested to complete this section for the purposes of monitoring the policy and it will be separated from your application. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment. As an Equal Opportunities Employer, we aim to ensure that no role applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, marital status, religion, ethnic origin, nationality or sexual orientation. Please help us to achieve our main aim by completing the following questions:

If you are invited to attend for interview and require special arrangements, please give details below:

Gender: Male

Female:

### I would describe my race or ethnic origin as (please tick appropriate box):

White British	<input type="checkbox"/>	White Irish	<input type="checkbox"/>	White Other	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Black British	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
Black Other	<input type="checkbox"/>				
Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Other	<input type="checkbox"/>		

### How did you find out about this vacancy?

(please give the name of the newspaper/journal/website)

I consent to the Pre-school holding the data in the equal opportunities section of this form.

### 3. CONDITIONS AND DECLARATION

- A) **Please make sure you let us know in advance if you cannot attend or stay for the full session time.** We rely on you to be here and your presence is valued and important.
- B) You are welcome to attend any Team Meetings and Joint Training Days.
- C) You are required to read our Health and Safety Regulations and adhere to them.
- D) Please maintain our rules on confidentiality at all times. Some things you may hear about or see at Springboard are highly confidential, and it is of the utmost importance that information of any kind does not leave Springboard without the knowledge of the parents and staff.
- I declare that I have read and understood the foregoing conditions, and that I know of no reason (eg criminal record or medical or mental condition) why I should be unsuitable for voluntary work on behalf of Springboard. I understand that I am required to complete an Ofsted Declaration and Consent Form and DBS police check form.

Signature of applicant:

Date: