

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

King's Rise 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.

**Post: PLAYROOM ASSISTANT:- Closing Date: 12PM 17th July 2019**  
please tick  
4 DAY  OR 3 DAY POST

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

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

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

Preferred telephone contact number(s): \_\_\_\_\_

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

**Please give the names and addresses of two people who can verify or confirm your employment record. One should be your present or most recent employer. The referees should be your immediate line manager. If this is not the case please give details of relationship.**

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

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

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

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

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

Verification is normally sought after interview. Please indicate whether your references can be approached before the interview. **YES/NO**  
If **NO** please give reason

**Only complete this section if the job 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:

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Do you need a work permit to work in the UK? **YES/NO**

**National Insurance Number:** \_\_\_\_\_

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**Qualifications Achieved:**

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

**Study currently being undertaken:**

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

Professional or other qualifications, apprenticeships, memberships of professional organisations:

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**Other training you have received which you consider relevant:**

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

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**Employment:**

Current / most recent employer: \_\_\_\_\_

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

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

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

Job Title: \_\_\_\_\_ Basic salary per annum: \_\_\_\_\_

Brief Description of Duties: \_\_\_\_\_

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

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**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:



**Qualifications**

Having read the job description and person specification, please inform us of how your experience and achievements to date would make you a suitable candidate for this post. If you need to continue beyond these pages of the form please use the same size white paper.

<b>Essential</b>	For office use only
	Shortlisting criteria met
<ul style="list-style-type: none"> <li>Recognised qualification in Early Years/ Childcare or Special Educational Needs/ level 3 or working towards</li> </ul>	<ul style="list-style-type: none"> <li>Y/N</li> </ul>
<ul style="list-style-type: none"> <li>GCSE Maths and English Grade C or Equivalent in Numeracy and Literacy</li> </ul>	<ul style="list-style-type: none"> <li>Y/N</li> </ul>
<p>Complete this section with details of your qualifications and how they meet the essential requirements.</p>	
<b>Desirable</b>	Shortlisting criteria met
<ul style="list-style-type: none"> <li>Current child protection training and certificate</li> </ul>	Y/N
<p>Complete this section with details of your qualifications and how they meet the desired requirements.</p>	

**Experience/Relevant Skills**

Having read the job description and person specification, please inform us of how your experience and achievements to date would make you a suitable candidate for this post. If you need to continue beyond these pages of the form please use the same size white paper.

<b>Essential</b>	For office use only
	Shortlisting criteria met

<ul style="list-style-type: none"> <li>At least 3 years extensive experience of working children aged 0-5 in Early Years settings</li> </ul>	<ul style="list-style-type: none"> <li>Y/N</li> </ul>
<ul style="list-style-type: none"> <li>Experience in working across settings, and liaising with a wide range of specialist support services.</li> </ul>	<ul style="list-style-type: none"> <li>Y/N</li> </ul>
<ul style="list-style-type: none"> <li>Experience, knowledge and understanding of the needs of very young children whose development is delayed</li> </ul>	<ul style="list-style-type: none"> <li>Y/N</li> </ul>
<ul style="list-style-type: none"> <li>Experience of working in partnership with parents in order to help meet the special educational needs of their children</li> </ul>	<ul style="list-style-type: none"> <li>Y/N</li> </ul>
<ul style="list-style-type: none"> <li>Supporting children with speech language and communication difficulties</li> </ul>	<ul style="list-style-type: none"> <li>Y/N</li> </ul>
<p>Complete this section with details of your experience/skills and how they meet the essential requirements.</p>	
<b>Desirable</b>	Shortlisting criteria met
<ul style="list-style-type: none"> <li>Experience in working across settings, and liaising with a wide range of specialist support services.</li> </ul>	Y/N
<ul style="list-style-type: none"> <li>The implementation of systems such as PECS, TEACCH, Attention Autism</li> </ul>	Y/N
<ul style="list-style-type: none"> <li>Experience in working with parents in groups</li> </ul>	Y/N
<ul style="list-style-type: none"> <li>Experience of supporting a child and family to promote inclusion for children aged 0-5</li> </ul>	Y/N
<p>Complete this section with details of your experience/skills and how they meet the desired requirements.</p>	
<b>Qualities Essential</b>	Shortlisting criteria met
<ul style="list-style-type: none"> <li>A sense of humour</li> </ul>	Y/N
<ul style="list-style-type: none"> <li>Ability to express ideas, listen actively, and negotiate action plans in both individual and group situations.</li> </ul>	Y/N
<ul style="list-style-type: none"> <li>Good communication and interpersonal skills with children, parents and professionals in writing and verbally</li> </ul>	Y/N

• Ability to manage own time in order to meet individual and organisational deadlines	Y/N
• Ability to work as part of a team but also to act independently and use initiative appropriate to job role.	Y/N
• Have a genuine interest and knowledge of the importance of play.	Y/N
• Well-developed ICT skills and knowledge of EYFS and Microsoft software packages	Y/N
• Ability to empathise and support parents of young vulnerable children with difficulties and disabilities	Y/N
• A working knowledge of communication methods used with children experiencing communication difficulties	Y/N
• Committed to continuing professional development.	Y/N
• Be flexible and prepared for change	
<p>Complete this section with details of your qualities and how they meet the essential requirements.</p> <p>.</p>	
<b>Desirable</b>	
• An ability to be creative in thought and action to improve outcomes for young vulnerable children	Y/N
• Undergoing further relevant studies	Y/N
<p>Complete this section with details of your qualities and how they meet the desirable requirements.</p>	
<b>Knowledge Essential</b>	Shortlisting criteria met

Working knowledge of up to date practice and requirements within the early years foundation stage (2014)	Y/N
Knowledge of local working practices in accordance with the SEN Code of Practice (2014)	Y/N
Awareness of multi- agency safeguarding approaches and thresholds i.e. Common Assessment Framework) CAF , DART Knowledge of local services and agencies	Y/N
<p><b>Complete this section with details of your knowledge and how they meet the essential requirements.</b></p>	

**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 Springboard may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the organisation.

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

If returning by post: return in an envelope marked 'CONFIDENTIAL' to:

**Address:** Springboard Opportunity Group  
King's Rise Centre, Lodge Road,  
Chippenham  
Wiltshire SN15 3SY

**If the envelope is a large one please ensure you attach sufficient postage.  
Or alternatively**

**Return by email to : [business@springboardchippenham.co.uk](mailto:business@springboardchippenham.co.uk)**



**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. Please help us to achieve our main aim by completing the following questions:

**Position applied for:**

**Playroom Assistant – please tick 4 day post  or 3 day post**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Gender:**

Male

Female:

**Disability:**

Do you consider yourself to have a disability?

**Yes**

**No**

Are you registered disabled?

**Yes**

**No**

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

White British

White Irish

White Other

Black African

Black British

Black Caribbean

Black Other

Bangladeshi

Chinese

Indian

Pakistani

Other

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

(please give the name of the social media/website/ other)

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

**Signature of applicant:**

**Date:**

\_\_\_\_\_

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