



## Application for Preschool Assistant, Level 2 or 3, Fixed-term contract

Thank you for requesting an application form for the position of Level 2 or 3 Preschool Assistant at Pippins Preschool. Please find the application form attached. The post is for a fixed term: 6.5 hours per week September through December, then increasing to up to 26 hours per week from January through to July. The hours of work are between 8.45am to 3.15pm, term-time only. You would be required to attend staff training sessions outside of normal opening hours, up to seven times a year. Pippins Preschool is committed to safeguarding and therefore the successful applicants will need to undertake an enhanced DBS and provide two satisfactory references prior to commencing employment. It is essential you can prove your right to work in the UK.

As well as those with a relevant Level 2 or 3 qualification, applications from individuals who are unqualified are also welcomed. You would be expected to already have GCSEs or equivalent in English and Maths at grade C or grade 4, or functional skills qualifications in English and Maths at level 2. You would be expected to commence a Level 2 or 3 qualification as you start work, and we would support you in doing this course. All basic training will be provided (i.e. Child Protection and First Aid).

At Pippins Preschool, we aim to make everyone feel welcome; children, parents, carers, and staff. We provide a caring, happy and secure setting supporting the development, learning and care of children aged 2 years 6 months to 5 years. We work towards the Early Years Foundation Stage (EYFS), and guide children to a successful transition to school.

We are open from 9am to 3pm, which can be used as a 3-hour session from 9am to noon or noon to 3pm or a complete six-hour session. We benefit from two large playrooms, and a kitchen, along with two secure and private outside play areas with sand pits, a sensory area, a climbing bridge, a covered pavilion and seating areas. Staff arrive from 8am to set up the preschool for the children to arrive at 9am. From 9am to 11.45am, children have free play indoors and outside or may be called for key group activities. During the morning, staff prepare fruit and vegetables and children are invited to come to snack bar. At 11.40am, children help tidy up and have a story; during which children attending a three-hour session swap over. Lunch time is at 12.20pm; staff bring a packed lunch and eat with the children modelling meal-time conversation. After lunch, children have free play and may be called for key group activities. At 2.40pm, children help to tidy up and have a story, in preparation for leaving at 3pm. At the end of the day, staff tidy away the preschool equipment and leave at 3.15pm.

Pippins is proud to be managed by an elected voluntary committee, ensuring major decision making is in the hands of our elected parents. We are a registered charity, and are currently going through the necessary paperwork to become a Charitable Incorporated Organisation.

Please return a completed application form by post or by email to the address below. Email is preferred, but not essential. The closing date for applications is **Friday 25<sup>th</sup> June at 3pm**. Interviews will take place during the week of 28<sup>th</sup> June 2021.

Kind regards,

Mandy Todd  
Pippins Preschool Manager

Pippins Preschool, c/o Icknield Primary School, Lynton Way, Sawston, Cambridgeshire CB22 3EA  
Tel: 01223 833248      [pippinspreschoolsawston@gmail.com](mailto:pippinspreschoolsawston@gmail.com)      [www.pippinspreschool.org.uk](http://www.pippinspreschool.org.uk)

Pippins Preschool is a member of the Pre-school Learning Alliance  
Registered charity no. 1029132 Ofsted registered provider URN EY333805

# Pippins Preschool Application Form



Name:	
Address:	
Telephone number:	
Email:	
Position applying for:	
Date of birth:	
Do you have the right to work unrestricted in the UK?	<p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>If you are called for interview, please bring relevant proof (e.g., passport, national ID card, visa).</p>
Do you have an Enhanced DBS?	<p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p>
Do you already subscribe to the DBS updating service?	<p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>If yes and you are called for interview, please bring your Update Service ID</p> <p>If no and you are called for interview, you will be required to subscribe to the DBS Update Service.</p>
Are you disqualified from working with children?	<p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p>

Details of current employment	
Present employer name and address:	Post title and main duties or responsibilities:
Salary or wage:	
Date appointed:	
Days or hours:	
Period of notice required:	
Reason for leaving:	

Previous employment and experience, including voluntary and other relevant experience				
Please start with the most recent, accounting for any gaps in your employment history. Use a separate sheet if needed.				
Employer name and address	Job title and main duties	Dates		Reason for leaving
		From (month/year)	To (month/year)	

### Details of Education and Qualifications

Please provide details of your education and other qualifications, starting with the most recent.  
Use a separate sheet if needed. If you are called for interview, please bring the relevant certificates with you (e.g., GCSEs, Level 2 certificate)

Course attended, qualification, subjects	Date		Grade or Level	School or College
	From (month/year)	To (month/year)		

### Details of Training and Skills

Starting with the most recent, please provide details of any courses that you have undertaken and which are relevant to the job you are applying for. Use a separate sheet if needed.

Course Title	Grade	Date

### Applicants with disabilities

We encourage applications from disabled people who have the necessary skills and experience for the post. If you have a disability, please outline below any reasonable adjustments you require to attend an interview or to help you in this job.

Do you require reasonable adjustment for your interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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### Additional information

Please provide any additional information which you feel is relevant. Include any experience, skills and abilities you have gained, both in work or voluntary occupation. Explain why you feel that you are a suitable candidate for the position.

### Declaration of Criminal Record

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

**Have you been convicted of a criminal offence which is not 'protected'?**

Yes ☐

No ☐

## References

Please give the details of two referees. One must be your current or most recent employer. References will be sought prior to interview and will not be accepted from relatives, or from people writing solely in the capacity of friends. No appointment will be confirmed without first receiving suitable references. Please ensure you have notified your referees that we will be contacting them, should you be called to interview.

### Current/Most Recent Employer:

Company Name:

Contact Name:

Position:

Address:

Telephone Number:

Email:

May this reference be contacted without further authority from you? Yes ☐ No ☐

### Second Reference:

Company Name:

Contact Name:

Position:

Address:

Telephone Number:

Email:

May this reference be contacted without further authority from you? Yes ☐ No ☐

## Declaration

I hereby certify that all the information given on this Application Form and any attachments is true and accurate.

I understand and agree that:

- Providing false information may result in disqualification from the recruitment process or termination of employment.
- I understand that giving false information will invalidate an offer of employment or lead to termination of employment.
- If I cannot provide evidence of qualifications, suitable references and evidence of the right to live and work in the United Kingdom then the offer of employment may be rescinded and/or employment terminated.
- All information contained in this form will be treated as confidential, and used only for recruitment purposes. I give my consent for the information provided on this form to be held in digital or paper format and to be shared with other accredited organisations or agencies in accordance with the General Data Protection Regulation 2018.
- Under the Rehabilitation of Offenders Act 1974, failure to disclose non-protected convictions, reprimands or final warnings spent or otherwise will result in non-appointment or disciplinary action and potential dismissal.
- The post for which I am applying requires me to work with children and I hereby agree to a disclosure being made by the Disclosure and Barring Service about the existence and content of a criminal record, spent or otherwise. I understand that I would be required to sign up to the DBS Update Service and that any offer of employment would be subject to completion of initial DBS check.
- I am in possession of the certificates I claim to hold.
- I declare that I know of no reason why I should not be considered a proper person to teach and have contact with children and young persons, that I am not disqualified from working with children or subject to sanctions imposed by regulating bodies and I am aware that it is a criminal offense to knowingly not declare such information.

**Signed:** (you may type here for electronic submission)

**Print name:**

**Date:**

### **What we do with your information**

If your application is unsuccessful, we will retain your information for six to twelve months. After that time, the application will be destroyed.

If your application is successful then we will keep your application, along with other documents regarding your employment, until six years after you have left.

If your application is successful then we would prefer if you can start after your DBS check has cleared. However, this is not always possible. We will check to see if you are listed on the Barred List, and see if you hold a DBS elsewhere.

All documents are stored in line with General Data Protection Regulation (2018).