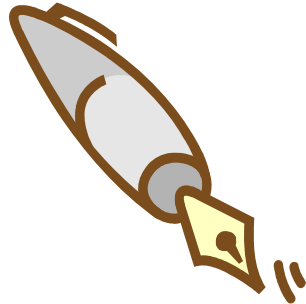


Applying for Jobs in Childcare: ISSUE 2

Working in Early Years & Playwork, it's not just **child's** play



APPLICATION FORMS

An application form allows employers to collect consistent information from all applicants so they can compare each person on a like-with-like basis. The form will usually be an initial introduction to any prospective employer so it is vital to make a good first

impression. Within the form you should convince the employer that you have the skills, qualities and knowledge to do the job.

An application form will usually require the following information:

***Personal Details** - your full name, address and telephone number

***Education** - you should list the qualifications you have achieved since leaving school including any work based training or courses

***Work History** - list your jobs, including voluntary positions, in reverse date order by job title, describing your responsibilities or achievements. Explain any gaps in work history such as a period of unemployment or time spent bringing up a family.

***Referees** - you will be required to supply names and contact details of at least two referees. These should either be a past or present employer or someone who can supply a character reference, their permission should always be asked first.

PERSONAL STATEMENT

Many application forms will also require you to complete a statement in support of your application.

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Within this statement you should give your reasons for applying for the job and why they should choose you. A good idea is to look at what the setting is expecting from applicants, usually detailed within the job description. Give examples of how you demonstrate the necessary interests, skills, experience, knowledge and personal characteristics to meet the job requirements. You should also demonstrate your wider knowledge of the childcare sector.

Tip!

**show that you have done some research on their company*

CRIMINAL CONVICTIONS

Within an application form you will be asked to declare if you have any criminal convictions. Remember to be honest as not all convictions will hinder you from working with children.

Employers will have to consider the relevance of the conviction and assess the level of risk that you may pose to children.

READY TO COMPLETE YOUR APPLICATION FORM?

Ask someone with a fresh pair of eyes to check through the application. You may not be able to see your own mistakes. Print a copy of your application and keep it with the job advertisement details. You may need this later for interview preparation!

Tips!

**read and carefully follow ALL the instructions*

**ask for help if there is anything you don't understand*

**practise on photocopies or blank paper and make sure your answers are clear, with no errors - spelling or grammar*

**make sure you highlight the skills and knowledge they are looking for*

**check you have completed all the relevant parts*

**take a photocopy in case you get an interview*

**send off the form in time for the closing dates*

Selected for interview? See Issue 3 for tips & techniques