

# Applying for Jobs in Childcare: ISSUE 1

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

Getting a good job is not always easy and there are usually many applications for each vacancy however there has never been a better time for considering a career working with children.

Childcare is a growing sector with increasing demand for staff at all levels.

## APPLICATION FORMS

Your application form is usually your 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.

### Tips!

\*do some research - find out about the childcare setting, they may have a website or a brochure

\*plan on a separate piece of paper or photocopy your form to enable you to practice writing your answers

\*make sure it is neat and clear and in black ink

\*answer questions as fully as possible avoiding waffle

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

## CURRICULUM VITAE (CV)

A CV is in its simplest form an advert to present yourself to an employer. You should only send your CV to an employer when you are enquiring whether there are any jobs available, as most will send you an application form. The CV should record your personal details, education and career history.

Workforce Development Team  
0845 601 2392  
[www.childcarejobs.co.uk](http://www.childcarejobs.co.uk)



If you have recently left education or this is your first position in childcare, write about your work experience, college placements in childcare settings and paid or voluntary work such as babysitting or holiday playschemes.

## COVERING LETTER

When returning an application form or sending out a CV you may include a short cover letter, this should persuade the person to read your application as well as emphasize why you are interested in the job and make a case for being a suitable candidate.

## REFERENCES

You are usually expected to supply two names of individuals prepared to give you a reference. These will either be a past or present employer or someone who can supply a character reference such as a teacher or professional person.

## CRIMINAL RECORDS BUREAU (CRB)

Anyone intending to work with children will have to give permission for a Criminal Records Bureau (CRB) disclosure check. A CRB checks that an individual's name does not appear on any government list of people who are unsuitable for work with children, and provides details of any criminal record including convictions, cautions, reprimands as well as warnings held on the police national computer.

## FINDING A JOB

Working in childcare is rewarding and employers welcome people with a range of qualifications, experiences and from all backgrounds.

See Issue 2 in the 'Applying for Jobs in Childcare' series leaflets for further information on the application process. Alternatively contact the Bright Horizons Workforce Development Team on **0845 601 2392** or visit [www.childcarejobs.co.uk](http://www.childcarejobs.co.uk) a free website which details all the childcare vacancies across the county.