

The Health Resource Centre, Adelaide Terrace, Newcastle upon Tyne NE4 8BE

Tel: 0191 272 4244

Dear Applicant

**Pre-school Assistant (Maternity Cover)**

Thank you for your interest in the above vacancy.

We enclose the following information:

* A job description for the role
* A person specification
* An application form
* An equality and diversity monitoring form

The application pack can be obtained in other formats on request. We prefer that application forms are word processed but will accept manually completed forms.

Completed applications must be received by **Midday on Tuesday 19 July 2022** and should be returned by email to recruitment@hwn.org.uk or by posttoHealthworks Newcastle, Health Resource Centre, Adelaide Terrace, Benwell, Newcastle upon Tyne, NE4 8BE

The Data Protection Act 2018 and the General Data Protection Regulations put in place safeguards regarding the use of personal data by us, this gives rights to those about whose data we hold including:

* The right to know the types of data being held about them
* Why it is being held
* To whom it is being communicated

Your information will be processed securely and will not be shared with any third party, unless we are required to do so in accordance with the Data Protection Act 2018 and the General Data Protection Regulations.

Should you have any queries in regards to how we will use your data, please contact the Data Protection Officer on 0191 2724244.

Please include all relevant information on the application form and do not send CVs, references or other materials, as they will not be included in the selection process. You can find more information about Healthworks on our website [www.healthworksnewcastle.org.uk/](http://www.healthworksnewcastle.org.uk/)

If you have the experience and skills we are looking for, we hope you will apply and look forward to receiving your application.

**Application Form**

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| **Post applied for:**       |
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| **SECTION 1 – PERSONAL DETAILS** |
| The information in this section will NOT be used in the shortlisting process |
|  |
| **Name:**        |  |
|  |
| **Address:**      |
|       | **Post code:**       |
| **Home telephone:**       | **Work telephone:** (if convenient)       |
| **Email:**       |
|  |
|  |
| **Support Needs** |
| **Do you have any support needs if asked to attend an interview? Yes [ ]  No** [ ]  |
| **If yes please give details below - e.g. use of an interpreter, wheelchair accessibility:** |
|       |
|  |
| **Are you entitled to work in the UK? Yes [ ]  No [ ]**  |
|  |
| **Please state how you became aware of this vacancy:-** |
| **Word of Mouth** [ ]  | **Internet** [ ]  | **Social Media** [ ]  | **HealthWORKS Subscription** [ ]  |

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| **SECTION 2 – EMPLOYMENT HISTORY** |
| Please give details of your current or, if unemployed, most recent employment |
| **Job title:**       |
| **Brief descriptions of your duties and responsibilities:**  |
|  |
| **Date started:**  | **Date ended:** | **Salary:** |
| **Employer’s name and address:** |
|  |
| **Reasons for leaving or wishing to leave:** |
|  |
| **Notice required:** |
|  |
| **References:** |
| Please give names and addresses of two people who we may approach for a reference. One of them should be your present or most recent employer. It is company policy to request references for candidates who are shortlisted. Please indicate clearly if you do *not* wish a particular referee to be contacted prior to interview |
| **Name:** | **Name:** |
| **Job title:** (if applicable)       | **Job title:** (if applicable)       |
| **Address:** | **Address:** |
|  |  |
|  |  |
| **Telephone:** | **Telephone:** |
| **Contact prior to interview? Yes [ ]  No[ ]**  | **Contact prior to interview? Yes [ ]  No[ ]**  |

**Previous employment history**

Continue on a separate sheet if necessary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and address of employer | Position held | What were/are the main responsibilitiesof the post? | Annual salary | From/ToMonth/Year | Reasons for leaving |
|       |       |       |       |       |       |

**SECTION THREE – EDUCATION AND TRANING**

Please start with the most recent secondary school attended

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| --- | --- |
| **Secondary Education** | **Qualification Gained** |
| School Attended | Year | Subject | Level (e.g. GCSE) | Grade Achieved |
|       |       |       |       |       |

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| --- | --- |
| **Further Education** | **Qualification Gained** |
| Colleges/Universities Attended | Year | Subject | Level (e.g. BTEC/Degree) | Grade Achieved |
|       |       |       |       |       |

|  |  |
| --- | --- |
| **Any Other Formal/Informal Training/Courses Attended** | **Qualification Gained** |
| Name of Provider | Year | Subject/Course | What Was Achieved |
|       |       |       |       |

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| **Membership of any professional bodies and dates of joining (please list):** |
|       |
| **Additional qualifications being sought (include dates, name of institute, type of course and expected outcome):** |
|       |
| **N.B. Evidence of qualifications may be required at the interview or prior to commencement if offered appointment.** |

**SECTION 4 – INFORMATION IN SUPPORT OF YOUR APPLICATION**

Using the person specification as a guide, please tell us how you feel you meet the conditions for the job and give your reasons for applying for this post. It is very important that you support your application with examples, which can come from experiences at work and in other situations

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|       |
| Continue on a separate sheet if needed |

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| **Declaration** |
| I declare that the information on this form is true and complete. I understand that any wilful mis-statement or omission renders me liable to dismissal if engaged. |
| **Signature:**       | **Date:**       |