

# REGISTRATION FORM

Please complete this form using block capitals only and read the guidance notes if you require any assistance

<b>Advertised position:</b>		<b>Reference number:</b>	
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1. PERSONAL DETAILS					
<b>Surname:</b>				<b>Nationality:</b>	
<b>First name:</b>				<b>N.I. number:</b>	
<b>Former surname(s):</b>					
<b>Address:</b>					
<b>Contact numbers:</b>	<b>Home:</b>		<b>Work:</b>		<b>Mobile:</b>
<b>Email address:</b>					
<b>Do you have children:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Number of children:</b>		
<b>Emergency contact:</b>	<b>Name:</b>			<b>Relationship:</b>	
	<b>Address:</b>			<b>Contact phone:</b>	

2. POSITION REQUIREMENTS			
<i>Please tick all that apply</i>			
<input type="checkbox"/> UK	<input type="checkbox"/> Overseas	<input type="checkbox"/> Live-in	<input type="checkbox"/> Daily
<input type="checkbox"/> Part time	<input type="checkbox"/> Full-time	<input type="checkbox"/> Temporary	<input type="checkbox"/> Permanent
<input type="checkbox"/> Nursery nurse	<input type="checkbox"/> Nanny	<input type="checkbox"/> Maternity Nurse	<input type="checkbox"/> Mother's Help
<input type="checkbox"/> Sole charge	<input type="checkbox"/> Nanny share	<input type="checkbox"/> Driver	<input type="checkbox"/> Smoker
<b>Accommodation:</b>	<input type="checkbox"/> Own bedroom	<input type="checkbox"/> Own bathroom	<input type="checkbox"/> Self contained
<b>Date available to start:</b>			<b>Notice period required:</b>
<b>Salary details (weekly):</b>			<b>Term required:</b>

Describe your preferred position (please include as much information as you feel will assist Kids Matter to find the right post for you):

### 3. QUALIFICATIONS

- NNEB    BTEC    NVQ    NAMCW    Norland    Chiltern    Princess Christian    Nurse  
 Other (please specify)

### 4. PERSONAL INFORMATION

Are you taking any medication?  Yes    No   If Yes, please give details below:-

Do you have any allergies or dietary requirements?  Yes    No   If Yes, please give details below:-

Outdoors abilities:    Swimming    Horse riding    Skiing    Tennis   Other:

Which languages can you speak?  English    French    Spanish   Other:

The position that you have applied for is exempted from the **Rehabilitation of Offenders Act 1974**. This means that you must declare all criminal convictions, including those of which would otherwise be spent.

Do you have a current Enhanced CRB?  Yes    No   Document number: ..... Date: .....

Do you have any criminal convictions?  Yes    No   If Yes, please give details below:-

Do you consider yourself to be disabled under the Disability Discrimination Act?  Yes    No

If Yes, are there any adjustments that you think we could make to overcome a disability in relation to the essential requirements of the job?  Yes    No   If Yes, please provide further details below:-

If selected for interview, do you require any assistance/adaptations to help you attend?    Yes    No  
If Yes, what assistance/adaptations do you require?

### 5. REFERENCES

**One must be your current / most recent employer. 2 references covering a minimum of 2 years must be obtained in order to register with Kids Matter Limited. Newly qualified applicants must provide reference details from a tutor and a minimum of one placement teacher/supervisor**

Referee 1		Referee 2	
Title (Mr, Mrs etc):		Title (Mr, Mrs etc):	
Full name:		Full name:	
Job title (where applicable):		Job title (where applicable):	
Organisation (where applicable)		Organisation (where applicable):	
Address:		Address:	
Telephone number:		Telephone number:	
Email address:		Email address:	
May we obtain this reference prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No	May we obtain this reference prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**6. EMPLOYMENT HISTORY**

<b>Employer details: (Present/last position)</b> Name: Address:  Phone no: Email address:	<b>Employment dates:</b> From: To:  Salary:	<b>Duties performed:</b> <input type="checkbox"/> Live in <input type="checkbox"/> Live out <input type="checkbox"/> Sole charge <input type="checkbox"/> Shared <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Perm. <input type="checkbox"/> Temp. <input type="checkbox"/> Maternity Ages of children (at start of position) Description of duties:  Reason for leaving:
<b>Employer details:</b> Name: Address:  Phone no: Email address:	<b>Employment dates:</b> From: To:  Salary:	<b>Duties performed:</b> <input type="checkbox"/> Live in <input type="checkbox"/> Live out <input type="checkbox"/> Sole charge <input type="checkbox"/> Shared <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Perm. <input type="checkbox"/> Temp. <input type="checkbox"/> Maternity Ages of children (at start of position) Reason for leaving:
<b>Employer details:</b> Name: Address:  Phone no: Email address:	<b>Employment dates:</b> From: To:  Salary:	<b>Duties performed:</b> <input type="checkbox"/> Live in <input type="checkbox"/> Live out <input type="checkbox"/> Sole charge <input type="checkbox"/> Shared <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Perm. <input type="checkbox"/> Temp. <input type="checkbox"/> Maternity Ages of children (at start of post) Reason for leaving:
<b>Employer details:</b> Name: Address:  Phone no: Email address:	<b>Employment dates:</b> From: To:  Salary:	<b>Duties performed:</b> <input type="checkbox"/> Live in <input type="checkbox"/> Live out <input type="checkbox"/> Sole charge <input type="checkbox"/> Shared <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Perm. <input type="checkbox"/> Temp. <input type="checkbox"/> Maternity Ages of children at start of post Reason for leaving:
<b>Employer details:</b> Name: Address:  Phone no: Email address:	<b>Employment dates:</b> From: To:  Salary:	<b>Duties performed:</b> Children's age on commencement: <input type="checkbox"/> Live in <input type="checkbox"/> Live out <input type="checkbox"/> Sole charge <input type="checkbox"/> Shared <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Perm. <input type="checkbox"/> Temp. <input type="checkbox"/> Maternity Reason for leaving:

## 7. Working Time Regulations 1998

The Working Time Directive (WTD) is health and safety legislation intended to protect workers from risks that arise from working excessively long hours or without breaks. You are entitled to work a maximum average working week of not more than 48 hours. If however, you would like to work more than 48 hours on a regular basis please sign the box below.

Name:

Signature:

Date:

## 8. DECLARATION

I declare that the information given on the registration form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature

Name:

Date:

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment.

## GUIDANCE NOTES: KIDS MATTER REGISTRATION FORM

### The Registration Form

- The Registration Form plays an important part in the selection process; decisions to short list candidates for interview are based upon information you supply on your form and the form provides a basis for the interview itself.
- Curriculum Vitae (CV's) alone will not be accepted. However, CVs will be accepted *in addition* to a fully completed registration form.

### Qualifications

- List memberships of professional institutes, in-house courses and professional qualifications if applicable. Essential qualifications will be checked on appointment to a post.

### Employment history

- Please provide information in respect of duties and responsibilities in your present / last post. This should not be left blank unless this is your first job.
- If you are offered a position, your reason for leaving your last post may be verified.
- It is essential that you account for any gaps in employment, if necessary use a separate sheet for this.

### References

- If you are suitably skilled, experienced and/or qualified for registration, we will want to take up the references as outlined below. However, if possible, we would like to do this earlier in the selection process.
- *Employment references* – please provide referee details to cover the last 2 years of employment.
- *Academic references* – if you are a school leaver or graduate and do not have any previous employment history, please provide the details of your college tutor/placement supervisor
- We reserve the right to take up references from any previous employer.

### Declaration

- This section must be signed by the applicant. It is a declaration of the validity of the information in the registration form, and confirms that misleading information would be sufficient grounds for terminating employment.

### Please return this Registration Form to

Kids Matter Limited, Lion Court, Staunton Harold Hall, Melbourne Road, Staunton Harold, Ashby de la Zouch, Leicester, LE65 1RT