A P P L I C A T I O N F O R M

*Please read the guidance notes. You must not alter the design or*

*layout of this form in any way.* ***Completed application forms to be returned to the school, unless otherwise instructed.***

ncc logo - RGB jpeg (small)

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| Post applied for: Lunchtime Supervisor | |
| Vacancy No. | School: Holy Trinity CE First School |

PERSONAL DETAILS

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| Surname: Noon | | First name(s): Rebekah-Rose | | | | | |
| Former or changed name(s): | | | | | | | |
| Date of Birth: 11/08/1995 | | | Current Address: 331 Highcliffe  Spittal  Berwick upon Tweed  Northumberland | | | | |
| National Insurance Number:PA 71 72 91 D | | |  | | | | |
| Home Tel: 01289 763268 | | |  | | | | |
| Work Tel: 07468482252 | | |  | | | | |
| Email:rebekahnoon11895@hotmail.co.uk | | | | | | Post Code:  TD15 2JN | |
| Do you consider yourself to have a disability? | | | | | | No | |
| Please tell us about any reasonable adjustment you need to help you with your employment application. (If you are appointed to the post, we will also ask you at that stage about any reasonable adjustments you may need to help you do the job for which you are applying.) | | | |  | | | |
| If you are applying for a post open to job share please indicate how you wish to work by circling one of the following: | | | | | | |
| FULL TIME ONLY | JOB SHARE ONLY | | | | EITHER | |

RELATIONSHIPS & CANVASSING

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| Please declare below any family or close relationship with an existing employee, governor, councillor of Northumberland County Council. Please refer to guidance notes. CANVASSING OR NON DECLARATION WILL DISQUALIFY APPLICANTS |

CURRENT OR IF NOT IN EMPLOYMENT YOUR LAST EMPLOYER

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| --- | --- | --- |
| Employer’s name Sure Start Children's Centre | Position held Apprentice Nursery Assistant | |
| Employer’s address  Berwick Children's Centre  Ladywell Place  Tweedmouth  Berwick upon Tweed  TD15 2AE | | Date started 01/09/2014 |
|  | | Date finished 12/09/2015 |
|  | | Reason for leaving End of Apprenticeship |
| Salary £4,000 | | Other Benefits Gained Safeguarding, First aid and E-safety training and certificates. |

**ACTION FOR EQUALITY**

Northumberland County council aims to ensure that no job applicant or employee receives less favourable treatment than another based on any of the protected characteristics in the Equality Act 2010 or any other factor unrelated to the requirements of the job and which are not restricted by legislation. We operate a guaranteed interview scheme for disabled applicants who meet the essential criteria in the person specification.

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

We are committed to safeguarding children and young people and expect all staff and volunteers to share this commitment.



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| Brief description of duties, responsibilities etc  During my time at the Children's centre I undertook many duties to gain a wide experience in working with children. The main responsibilities I had as an apprentice nursery assistant were assisting the child with personal care such as toileting training and nappy changing. I was also involved in the planning and implementing activities which were specific to a child's developmental needs. I was able to communicate effectively with parents, carers and other staff members to ensure the children within the centre were receiving the best standard of care possible.  Safeguarding was another many responsibility. The welfare of the children was and always will be paramount so ensuring the child's welfare was safeguarded and protected at all times was a duty which I took very seriously each day, this was done by following the centre's policies and procedures to ensure all children were safe.  Other duties included preparing snack and lunch for the children and assisting them whilst they ate, supervising the children whilst in the garden, general cleaning of the nursery, adhering to the settings policies, legislation, and guidelines, working as a team to ensure effective care was given, dealing with challenging behaviour, dealing with any accidents and incidents including reporting them correctly with guidance from the settings policies and supporting all aspects of child development including personal, social, emotional and cognitive. |

ALL PREVIOUS EMPLOYMENT - since leaving school, including voluntary work. Please list most recent first.

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| --- | --- | --- | --- | --- |
| From | To | Name and address of employer | Position held | Reason left |
| 2011 | 2011 | Simon Sui 5 Marygate, Berwick-upon-Tweed, TD15 1AT | Waitress | End of Summer work |
| 2016 | 2017 | Scremerston First School, Berwick-upon-Tweed TD15 2RR | Voluntary Classroom Assistant | Completed Foundation Degree |
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EDUCATION, VOCATIONAL TRAINING AND QUALIFICATIONS relevant to the position. Please list most recent first

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| From | To | Establishment | Examinations, qualifications, grades and achievements | Awarding Body | Date of Award |
| 2008 | 2011 | Berwick Community High School | Maths – C  English – B  Product Design – C  Philopshy and Ethics - D | GSCE - AQA | 1st July 2011 |
| 2008 | 2011 | Berwick Community High School | Media Studies – D\*  Business Studies – Pass  Science – Pass  ICT - Pass | BTEC | 1st July 2011 |
| 2011 | 2012 | Berwick Academy | Health and Social Care – Pass  Applied Science – Pass  Business Studies - Pass | BTEC (AS level equivalent) | July 2012 |
| 2012 | 2014 | Newcastle College | Level 3 Health Science - D\*, D\*, D\* | BTEC | July 2014 |
| 2014 | 2015 | Northumberland Learning Service | Level 2 Children and Young People's Workforce | NVQ | July 2015 |
| 2015 | 2017 | Newcastle College/Teeside University | Foundation Degree Level 4 & 5 Children and Young People – Pass | - | July 2017 |
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MEMBERSHIP OF PROFESSIONAL BODIES – relevant to the position applied for

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| Name of Professional Body | Reference/Membership Number |
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FURTHER DETAILS IN SUPPORT OF YOUR APPLICATION (please refer to guidance notes)

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| OTHER RELEVANT ACHIEVEMENTS (e.g. leisure interests and hobbies) |
| Other relevant achievements include completing a one year placement alongside my foundation degree within a first school located in Berwick upon Tweed which encouraged me to challenge and push myself within my career to undertake tasks such as implementing the national curriculum and deliver activities within the curriculum with the guidance of the classroom teacher. This helped me build up my courage within the classroom and working with children of different age ranges. |
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REFERENCES

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| Give the names, addresses and telephone numbers of two referees. One must be your current employer or, if you are currently out of work, your last employer. If you are not currently working with children and young people, you must include a referee from the last employment you had working with children (if any). Please note that requests not to contact the referee prior to interview may affect whether you will be shortlisted for a job working with children as statutory guidance is that references should be taken up before interview. References from friends or purely social acquaintances are unacceptable. |

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| Name Caroline Patterson |
| Position Nursery Manager |
| Relationship Former Nursery Manager |
| Address Berwick Childrens Centre, Ladywell Pl, Tweedmouth, Berwick-upon-Tweed  Postcode TD15 2AE |
| Telephone No.01289 309734 |
| Permission to contact prior to interview Yes |

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| Name Kevin Graham |
| Position Level 5 & 6 Lecturer Children and Young People |
| Relationship College Tutor |
| Address  Rye Hill Campus, Scotswood Rd, Newcastle upon Tyne  Postcode |
| Telephone No. 0191 200 4000 |
| Permission to contact prior to interview Yes |

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CRIMINAL RECORDS

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| Having a criminal conviction will not necessarily bar you from employment. This will depend upon the circumstances and background to your offence(s). Criminal records will only be taken into account when the conviction is relevant. The job information pack sent to you with this application form will contain more information including a Criminal Records Disclosure Form for you to return with this application form. The successful candidate will be required to produce a Disclosure and Barring Service (DBS) criminal records certificate and any offer of appointment will be conditional upon this being judged satisfactory by the Appointing Officer.  Please check and sign the statement below (noting that it is a criminal offence for anyone on the Children’s Barred List to apply for a job that involves “regulated activity”):  **I confirm that I am not on the Children’s Barred List as being barred from working with children, I am not subject to sanctions imposed by a regulatory body and I have completed and returned the Criminal Records Declaration Form.**  **SIGNED – R.Noon** **DATE 02/07/2017** |

DECLARATIONS

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|  | I declare that the information given above is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to summary dismissal and possible referral to the police. If appointed I give my consent under the Data Protection Act 1998 for the County Council and the Governing Body of the School to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices.  **SIGNED R.Noon** **DATE 02/07/2017** |
| FURTHER INFORMATION | |
| **Thank you for completing this application. Please note that if you are not notified in writing within six weeks of the closing date for applications, you may assume that you have not been selected for interview on this occasion.** | |