

Thank you for expressing an interest in the Apprenticeship Scheme with us here at Ashbridge Independent School and Nursery Group – we have delighted that you have applied for this role to start your professional development and career journey in Early Years.

In this pack you will find the following documents that all need to be returned to the interviewer by the application deadline (indicated on the email);

- ✓ Outline of Recruitment Process
- ✓ Safeguarding Statement
- ✓ Application Form
- ✓ Self Disclosure Form (separate attachment)
- ✓ Job Description & Person Specification (separate attachment)

RECRUITMENT PROCESS

The Ashbridge Apprenticeship Scheme is advertised annually, although further intakes are sometimes considered at other times. All applicants are provided with this application pack prior to shortlisting for the Apprenticeship Scheme.

All candidates are required to complete the Apprenticeship application form in full and return it to the recruiting manager, along with their self disclosure form.

The application form will be considered by the Apprentice Leadership Team ahead of shortlisting for assessment and interview day.

Interview & Assessment Day will take place following a thorough vetting and shortlisting process off all applicants, by 3 members of the Apprentice Leadership Team.

Interviews are carried out by members of the Apprentice Leadership Team, and will include assessment of key skills, group work, presentation skills, a tour of one of our settings, and other evaluation methods as deemed appropriate.

If successful, applicants will be given a conditional place on the Ashbridge Apprenticeship Scheme depending on satisfactory grades for GCSE, suitable and satisfactory references, self disclosure form and Disclosure and Barring Service clearance.

The acquisition of GCSE grades, DBS clearance and other checks will be carried out before a person commences the Apprenticeship Scheme.

SAFEGUARDING STATEMENT

The safety, wellbeing and best interest of children is of prime importance. We believe that everyone involved within our school and nursery community, including staff, freelance staff, students and volunteers, have a duty to promote children's welfare and protect them from harm. Our commitment to keeping children safe and promoting their welfare encompasses our vision and the many aspects of the care, education and service we provide.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to ensure all children have the best outcomes

The ethos of Ashbridge supports the development of a positive self-image, increases confidence and promotes an atmosphere of trust. Staff listen to children and children are encouraged to express their thoughts and feelings.

As adults have a tremendous impact on children we ensure that through our policies, procedures and daily practices all adults, employees and volunteers;

- Are positive role models for children
- Promote a happy, caring and safe environment
- Comply within the agreed policies of the school and nursery
- Create an environment of trust and respect
- Recognise and value strengths in each other and use these to support everyone
- Encourage children to think for themselves, ask questions and find answers
- Welcome and support visitors to school and nursery

Through these actions we aim to:

- Promote a culture where children are always respected and listened to.
- Promote a culture of safety, equality and protection
- Promote a culture where staff act in the best interest of each child and are confident to raise any concerns and act in a professional and confidential manner.
- Create an environment and experience for all children which enables them to develop a positive self-image, a sense of independence and autonomy and a secure understanding of British values.
- Give staff the opportunity to contribute to and shape safeguarding arrangements and the child protection policy, to utilise the expertise they build up through safeguarding training and managing safeguarding concerns on a daily basis.
- Ensure children are confident to talk to a member of staff if they are worried about something.

We comply with all statutory requirements for reporting information, which are linked to Safeguarding including reporting to the DFE, DBS, OFSTED Early Years and Health and Safety Executive where appropriate.



Ashbridge

INDEPENDENT SCHOOL & NURSERY

APPRENTICE APPLICATION PACK

APPLICATION FORM

Please complete this form in block capitals and return it along with a letter of application. The information given on this form will be treated in confidence. Continuation sheets may be added if necessary

ASHBRIDGE APPRENTICESHIP SCHEME

PERSONAL DETAILS

Mr/Mrs/Miss/Other: _____

Email address _____

Surname: _____

National Insurance Number _____

Forenames: _____

DfE Number (if known) _____

Address: _____

DBS Number (if known) _____

POSTCODE: _____

Telephone number (home): _____

Telephone number (mobile): _____

SUITABILITY

Are you aged 16 years or over? YES/NO

Do you have a clean current driving licence? YES / NO

Do you have the right to work in the UK (Right to Work in UK guidance)? YES / NO

Note: the company will require proof of this right before an offer of employment can be confirmed

Are you medically and physically fit and in an appropriate state of health to undertake all duties as outlined in the job description provided and for which you are applying? YES/NO

If no please state reasons: _____

Are you related to any employee of the company? YES / NO / don't know

If yes please give name of employee: _____



EDUCATION

FROM	TO	NAME OF SCHOOL	QUALIFICATION & GRADE/ LEVEL (PREDICTED IF APPLICABLE)

FURTHER EDUCATION

FROM	TO	NAME OF INSTITUTION	QUALIFICATION & AWARDED BODY (PREDICTED IF APPLICABLE)

EMPLOYMENT HISTORY

NAME AND ADDRESS OF CURRENT EMPLOYER	DATE FROM	DATE TO	CURRENT POST	BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES
NAME AND ADDRESS OF PREVIOUS EMPLOYERS	DATE FROM	DATE TO	REASON FOR LEAVING	JOB TITLE AND RESPONSIBILITIES

Continue on separate sheet if necessary.

If there are any gaps in your employment or education history please explain / give details.



ADDITIONAL EXPERIENCE, TRAINING OR FURTHER QUALIFICATIONS

Details of additional work experience, training courses attended and awards achieved, including dates if appropriate;

SUITABILITY FOR THIS POST

Please detail your suitability for this position relating to the person specification issued (type into the box if completing electronically or continue on separate sheet if necessary).



EQUALITY ACT 2010

The Equality Act describes a disabled person as a person with a 'physical or a mental condition which has a substantial and long-term impact on your ability to do normal day to day activities'

Using this definition, would you consider yourself to be disabled? YES/ NO

If yes, do you require any special arrangements to be made to assist you if called for interview?

Please provide details:

REFERENCES

Please give details of at least two referees who can comment on your suitability for the position. If you have been in employment prior to applying to our Apprenticeship Scheme, one should be your current or most recent employer. When contacting references we seek information of any past disciplinary issues or safeguarding issues you may have been subject to. If successful, written references will need to be received prior to any offer of a place on our Apprenticeship Scheme. If you would like us to refrain from contacting a referee before a certain date you must state this in your interview.

REFeree ONE	REFeree TWO
Name:	Name:
Position:	Position:
Company/ Organisation:	Company/ Organisation:
Address:	Address:
Email:	Email:
Telephone Number:	Telephone Number:
Capacity in which known:	Capacity in which known:



DECLARATION

I declare that all the information which I have given on this form is complete and accurate. I understand that original documentation will be required as proof of identity, qualifications, training etc. I understand that any offer of employment will only be conditional on satisfactory completion of the required pre-employment checks:

- Enhanced DBS (where position is within regulated activity)
- Where appropriate, checking of the Children's Barred List
- Prohibition from Management (where appropriate)
- Prohibition from teaching (where appropriate)
- Medical and fitness
- Overseas check (where appropriate)
- Right to work in the UK check
- Qualifications
- Suitability to work with children (Disqualification from Childcare Act 2006)

I understand that if the position for which I am applying is to work with children under the age of eight years, then the Disqualification under the Childcare Act 2006 applies and a check will also be made to ensure applicants are not disqualified under the (Disqualification) Regulations 2018.

Where the position for which I am applying is to work in regulated activity as set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 then I will be required to obtain an enhanced DBS disclosure

For the purpose of General Data Protection Regulations I consent to the information contained on this form and any information received by or on behalf of Ashbridge, being processed and stored as part of the recruitment process and in line with the company Privacy Notice.

For the purpose of DBS Update service checks, I consent to my data held on the DBS Update Service being checked prior to commencing employment, on an annual basis thereafter, and whenever the company deems it necessary.

SIGNED: _____

DATE: _____