

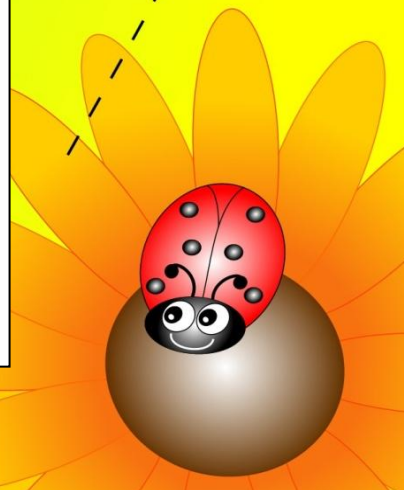
# WITH COMPLIMENTS

Please find attached an application form and some details about our company. If you wish to be considered for a vacant position, then please print and complete a hard copy of the application form and return it to the address below at your earliest convenience.

**Garforth Day Nursery and Kids Club Ltd.**  
 4-6 Beaconsfield Court,  
 Garforth,  
 Leeds, LS25 1QH.

**Yvonne Huntley or Christine Roberts**  
**Tel: 0113 2874545 Mobile: 0780 3723241**

Email address:  
[garforthdaynursery@sky.com](mailto:garforthdaynursery@sky.com)





## Mission Statement

This statement outlines the services that children, parents/carers and the community can expect from Garforth Day Nursery and Kids Club, and the values that inform our work:

### Our setting aims to:

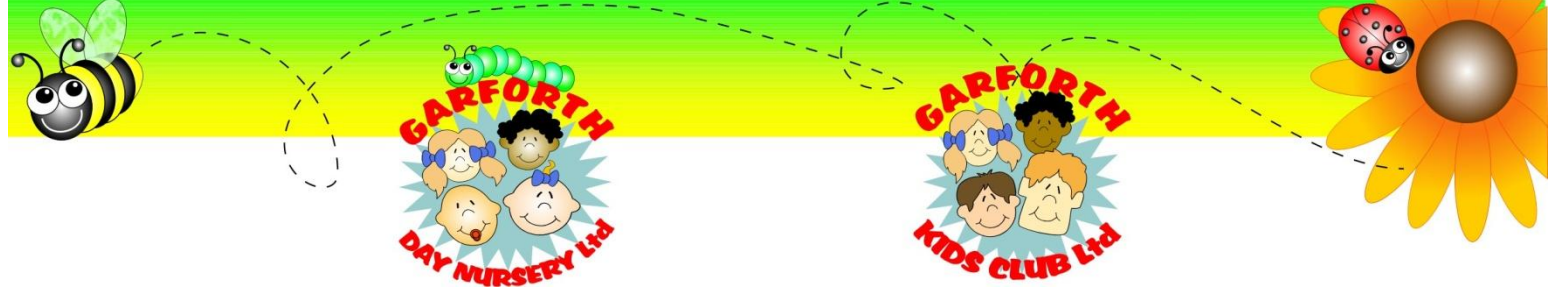
- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high Quality play and care for their children.
- Offer inclusive services that are accessible to all children in the community.
- Undergo regular monitoring and evaluation of our services to ensure that the setting continues to meet the needs of children and parents/carers.

### Our setting is committed to meeting the needs of parents and carers by:

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

### Our setting is committed to providing:

- Care and activities that put the needs and safety children first.
- A programme of activities that is interesting, educational, stimulating and fun.
- Activities that promote each child's social, physical, moral and intellectual development.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained and properly supported.
- Services that meet the conditions of the latest Children's Act and all other relevant childcare legislation, wherever they apply.
- An environment where no child is bullied or suffers discrimination in any form.



## Equal Opportunities

**Garforth Day Nursery and Kids Club is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community.**

The company's equal opportunities procedures aim to help everyone involved in the setting to counteract and eliminate both direct and indirect discrimination in decision making, employment practices and service provision and to ensure that our services strive to achieve equality of opportunity for all.

The company aims to provide a welcoming and caring environment that promotes and reflects cultural and social diversity and is equally accessible to all. The company will endeavour to challenge any offensive behaviour, language or attitudes with regards to race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and disability. The company recognises that achieving the objectives of our equal opportunities policy relies on the active involvement of parents/carers, as set out in the Partnership with Parents/Carers policy.

As such, the setting will both welcome and encourage parents and carers to get involved in the running and management of the setting, and to comment on the effectiveness of its policies and procedures.

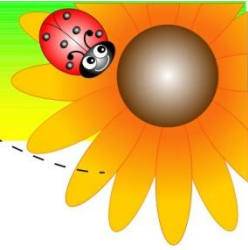
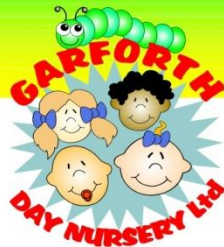
The company will facilitate regular opportunities for consultation with parents/carers about the service that the company provides, as a means of monitoring the effectiveness of the equal opportunities policy.

### ***Equal Opportunities Procedures***

*To realise the company's objective of creating an environment free from discrimination and welcoming to all, the setting will:*

- Ensure that its services are open and available to all parents/carers, children and staff in the local community.
- Ensure that issues of race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and disability do not inhibit a child from accessing the company's services.
- Treat all staff, children and their parents/carers with equal concern and value.
- Have regard for promoting understanding, respect and awareness of diversity and equal opportunities issues in planning and implementing the setting's programme of activities.
- Help all staff and children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.
- Ensure that the company's recruitment policies and procedures are open, fair and non-discriminatory.
- Endeavour to recruit a staff team that reflects the make-up of the setting's local community and to ensure that all staff have rights to equality within each setting as well as children and their parents/carers.
- Ensure that all members of staff are aware of, and understand, the Equal Opportunities policy as it relates to all aspects of its work.
- Encourage and support staff to act as positive role models to children by displaying and promoting tolerant and respectful behaviour, language and attitudes and challenging any discriminatory incident, according to the provisions set out in the Staff Disciplinary Procedures, the Behaviour Management, and Dealing with Racial Harassment policies.
- Treat seriously any member of staff found to be acting, or have been acting, in a discriminatory way, according to the provisions of the Staff Disciplinary Procedures policy.
- Work to fulfil all the legal requirements of the Sex Discrimination Act 1975, the Disability Discrimination Act 1995, the Human Rights Act 1998 and the Race Relations (Amendment) Act 2000. The Manager will be responsible for ensuring that the Equal Opportunities policy is implemented and that its effectiveness regularly monitored. They will be responsible for ensuring that:
  - Staff receive appropriate training.
  - The Equal Opportunities policy is consistent with current legislation and guidance.
  - Appropriate action is taken wherever discriminatory behaviour, language or attitudes become apparent.

All the company's policies and procedures will be kept under review to ensure they do not operate in a discriminatory manner or in anyway against its commitment to equal opportunities.



# EMPLOYMENT APPLICATION FORM

<b>Position Applied for :</b>	
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## Personal Information

<b>Name :</b>	
<b>Birth Name:</b>	
<b>Address :</b>	
<b>Telephone No:</b>	
<b>Email Address:</b>	
<b>Date of Birth :</b>	
<b>National Insurance No :</b>	

<b>Do you have any children and if yes how many, and how old are they?</b>	
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## Qualifications and Training

<b>Relevant Childcare Qualifications :</b>	
<b>Training Undertaken :</b>	
<b>First Aid Qualifications :</b>	
<b>Other General Qualifications : (School and Further Education)</b>	

**Details of Work Experience and Skills** (Please use an additional sheet if necessary)

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<b>Do you hold a driving licence?</b>	<b>Do you have access to a car?</b>
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**Additional information in support of your application** (Please also attach a Curriculum Vitae and/or use an additional sheet if necessary)

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**Details of two referees**

<b>1. Name :</b>	<b>2. Name :</b>
<b>Position Held :</b>	<b>Position Held :</b>
<b>Address :</b>	<b>Address :</b>
<b>Telephone No.:</b>	<b>Telephone No.:</b>

**Which setting/s would you be available to work** (please tick all settings which you are available for)?

Nursery	Ninelands OOSC	East Garforth OOSC	Green Lane OOSC	St. Benedict's OOSC	Manston OOSC
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**Availability to work** (please state days and times below)

<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>

**On which date will you be able to start work? :**

All childcare workers must complete a CRB Disclosure *form* to enable a check by the Police. The successful applicant(s) may be required to complete a *health declaration form* and have it signed by their GP. If employed as person in charge of a setting, an interview with Ofsted will also be necessary for managers.

I declare that the information included in this application is complete and correct.

<b>Signed</b> .....	<b>Date</b> .....
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