

Employment / Placement / Volunteering - History

Most recent post first. Please list **all** (References may be obtained from any past positions) – Please, provide **full details** for each post.

Company: Address: Postcode: Contact person: Tel: Email: Reason for leaving:	Job title and brief description of duties Title: Duties:	Age of children worked with.	From MM/YY	To MM/YY
			Was this an: <input type="checkbox"/> Employment? <input type="checkbox"/> Placement? <input type="checkbox"/> Volunteering?	

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Please tick the categories below which will best describe your ideal job

- Live In? Live Out? Full time? Part-time? Permanent? Temporary? 5-Day post 4-Day post 3-Day post 2-Day post
 1-Day post Morning post Evening post Weekend post Nanny post? Babysitter? Mothers Help? After school care?
 Maternity cover? Temporary Nanny post? Day Nursery? School full time post? Temporary Nursery post?
 Temp. Tutor/Homework Helper Classroom Assistant full time post? Care of babies? Care of toddlers?
 Care of 3 – 5 year olds? Care of school age? Special needs children?

Please bring your CV to the interview or attach it with your application if you are emailing in advance.

If you need help updating your CV, we offer a service to help you create a professional, clear and accurate reflection of your ability and work/study history – please ask us for details. Our CV Service is available on many dates throughout the year.

Riverside Training Company offers accredited short courses and L2 and L3 training.

Please tick boxes if any of the courses are of interest:

- L2 Certificate for the Children's and Young Peoples Workforce
- L3 Diploma for the Children's and Young Peoples Workforce
- Paediatric First Aid Training
- CYPOP5 Understanding how to set up a home -based childcare business

CRB Application Consent

I hereby give my consent to the above named company to complete a Criminal Records Bureau check.

Name

Signed _____

Date: **16 November 2011**

Riverside Childcare Acts as an Employment Business when sending you to our clients (all group settings) as a temporary worker, and as an Employment Agency when sending you to clients as a candidate for Permanent Positions, Riverside Childcare will be responsible for paying your salary on behalf of our clients when you carry out assignments as a temporary worker. Payroll information for Temporary workers is detailed on the back of all Riverside Childcare Timesheets a copy of which you have received today at your interview along with a pay rate sheet.

Riverside Nannies & Mothers Helps is an Employment Agency, which sends you to clients (the families) for temporary positions where you will be paid directly by the family for the work you carry out on their behalf. The Agency also arranges for candidates to be interviewed by clients, who have instructed the Agency with a view to employing the candidate for permanent positions, once again salary will be paid directly by the client to the nanny or mothers help.

Declaration

I, the undersigned confirm that all the information I have given to the agency is correct. I have circled the holiday pay option, which I wish Riverside Childcare to implement on my behalf. I have also received today a time sheet and a pay rate sheet, which explains how I will be graded and what my pay rate will be accordingly.

I confirm that I have read and understood Riverside Childcare Terms of Engagement and agree to abide by them.

I understand that as part of the recruitment process I may be checked against the current list held under section 142 of the Education Act and the protection of Children Act List.

Name

Signed _____

Date: **16 November 2011**

Please tick this box if you **do not** wish us to send you information about events, courses and workshops offered by Riverside Childcare and Riverside Training Company.

Self Declaration Form for a position requiring disclosure.

STRICTLY CONFIDENTIAL

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and all other relevant legislation.

Please answer the following questions by **ticking the correct answer**.

Disclosures

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigation/pending prosecution?

Yes No

Police Investigations – this should include relevant police non-conviction information.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

Yes No

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services / the Social Work Department?

Yes No

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility?

Yes No

Have you ever been barred by any Registered Body from working with children such as: the General Social Care Council (GSCC) or General Medical Council (GMC)?

Yes No

Has there ever been any cause for concern regarding your conduct with children? Please include any disciplinary action taken by an employer in relation to your behaviour to children.

Yes No

If you have answered **YES** to any question please provide details, in a sealed envelope marked 'Confidential - Disclosure'. Failure to do so may lead to the immediate suspension of offers of assignments with children. We will need to discuss this with you at interview.

DECLARATION

To help us ensure that we are complying with child protection laws, please read the accompanying notes and complete the following declaration.

I consent to a criminal records check *to Enhanced Level if required*. I am aware that that details of pending prosecutions, previous convictions, cautions, or bind-overs against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Protection of Children Act 1999.

I agree to inform the person within Riverside Childcare and Riverside Nannies responsible for processing applications for Criminal Records Bureau checks if I am convicted of an offence after I begin accepting assignments offered to me by Riverside Childcare and Riverside Nannies. I understand that failure to do so may lead to the immediate suspension of offers of assignments.

I agree to inform the person within the organisation responsible for processing applications for Criminal Records Bureau if I become the subject of a police and/or social services/social work department investigation. *I understand that failure to do so may lead to the immediate suspension of offers of assignments.*

I confirm that the information given above is accurate and correct and I am not subject to any of the disqualifications set out in the Protection of Children Act 1999

Signed _____

Date: **16 November 2011**

Printed name

SCHEDULE 4

CONFIDENTIALITY AGREEMENT

Agency Worker Confidentiality Agreement

To: London Borough of Tower Hamlets:

1. In return for the London Borough of Tower Hamlets providing information to me in the course of my assignment as an Agency Worker with London Borough of Tower Hamlets I promise to do the following in relation to the information given to me or obtained by me in the course of such placement ("the Information"):
 - I promise to hold the Information in the strictest confidence, and to ensure that it is kept in a safe and secure place when not in use. I acknowledge that no Information is to be removed from customer premises without the permission of the Customer;
 - I promise to use the Information only for the purpose of the work for which I have been given such Information;
 - I promise not to disclose it to any third party or to copy the Information except as may be required in the course of my duties;
2. I agree that any breach of this undertaking by me or any third party to whom I release the Information may result in legal proceedings being commenced against me including a claim for the recovery of any losses or damages incurred by the Customer as a result of that breach.

Signed

Printed Name

Date **16 November 2011**

SCHEDULE 5

Agency Worker Disclosure Declaration

National Fraud Initiative

This document contains information relating to the disclosure of your Personal Data as defined by the Data Protection Act 1998 (the "Act") to Comensura Limited, the Client you have been assigned to undertake work for & the Audit Commission. As such, please read this document thoroughly before signing below.

The Audit Commission operates a National Fraud Initiative (the "NFI") in conjunction with audited bodies to identify fraud and overpayments relating to public money. The Client you will be assigned to undertake work for participates in this scheme and by signing this declaration you give you consent to your Personal Data being released for the purposes of this anti-fraud initiative.

In accordance with the NFI, Comensura will provide your Personal Data to the Client who will in turn make this information available to the Audit Commission and other bodies responsible for auditing or administering public funds. All data will be provided in accordance with the Code of Data Matching Practice, which sets out the principles and practices adopted to ensure your data is safeguarded and which has been sanctioned by the Information Commissioner.

Further details are available on the Audit Commission website:
<http://www.audit-commission.gov.uk/nfi>.

Tower Hamlets also operates a whistle blowing procedure and 'whistle blowing hotline - 0800 528 0294'. Full details are available on the Council's intranet.

You have a right to ask to see details of any personal information that Comensura holds about you at any time. You may also request a copy of Comensura's policy statement on the Secure Storage, Handling, Use, Retention and Disposal of CRB Disclosures and Disclosure Information.

I hereby confirm that I have read and understood the information detailed above and that I give me express consent (a) for you to disclose the entire contents of my personnel file to employees or agents of Comensura or the client; (b) for Comensura or the client to verify any of the details disclosed; and (c) for the client to release my Personal Data to the Audit Commission and other bodies responsible for auditing or administering public funds.

Signed

Date **16 November 2011**

Witnessed by (Printed name)

(Signature)

Confidential: Panel Vendor Agreement - London Borough of Tower Hamlets (271006)

Declaration of Interest

I hereby declare that I am not engaged in or do not intend to engage in any work and/or business that is prejudicial to the work and/or business I will be undertaking for and on behalf of the Council.

Signed

Printed Name

Date **16 November 2011**

IF YOU HAVE ATTENDED COLLEGE /UNIVERSITY WE MAY BE REQUIRED TO SHOW THAT YOU HAVE AGREED TO RELEASE YOUR RESULTS TO US: THIS DOCUMENTS SHOWS PROOF OF THAT AGREEMENT, PLEASE COMPLETE THE **LOWER HALF** WHICH BEGINS **PERMISSION FROM CANDIDATE**

RIVERSIDE CHILDCARE
29 Milligan St, London E14 8AT
Tel: (+44) 20 7374 6363 Fax: (+44) 20 7374 6364
E-mail: riversidechildcare@btconnect.com

Fax Number

Attention - Student Records

Date

Re

Please can you confirm that the person named below has attended your University / Collage and if they have completed the course named below.

Dates attended

Gained Qualification Yes No

Comments

Name

PERMISSION FROM CANDIDATE

To whom it may concern

Please accept this as written confirmation that I give my consent for details of courses I have undertaken, and qualifications I have gained to be released to Riverside Childcare.

Course Name

Dates Attended

Student Number

Print Name

Signed _____

Dated: **16 November 2011**