**Early Education Associates application form**

Please complete this application form and return it to associates@early-education.org.uk with:

* An example of a presentation and handouts for a training course you have designed and delivered
* A selection of course outlines of courses which you have designed and are able to deliver

Please do not include a CV or other information – you should use this application form to tell us the relevant information for your application.

Please do not exceed the stated word counts. We are looking for concise and focused responses which demonstrate your fit with the person specification in the application pack, demonstrating your ability to communicate clearly in response to a given brief.

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| **Personal details** |
| Name |  |
| Phone |  |
| Email |  |
| Current employment (including self-employed roles) – *add an additional line in the table if currently undertaking more than one role.* |
| Job title | Employer | Dates (from & to) | Relevant duties/ experience |
|  |  |  |  |
| **Previous employment (most recent first) – *add additional lines to the table as required.***  |
| Job title | Employer | Dates (from & to) | Relevant duties/ experience |
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| **Relevant qualifications (highest first)** |
| Subject | Qualification title & awarding body if relevant (eg university name) | Grade | Date obtained |
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| **How you meet the criteria** |
| 1. Why do you wish to be an Early Education Associate? Tell us what Early Education means for you, your current connections and experience with us, and what you are hoping to gain from being an Associate. (*max 300 words)* |
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| 2. Tell us how your knowledge, experience and qualifications equip you to be an Early Education Associate, including any particular areas of interest and expertise. (*max 500 words)* |
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| 3. Tell us about your experience of delivering training and consultancy on early childhood education, including the range of clients you have worked with and the type of services you have delivered, including training, coaching/mentoring, quality improvement support and undertaking research. (*max 600 words)* |
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| 4. How do you keep up to date with recent research and changes to the legislative requirements and guidance for settings, and how do you incorporate these in your training? (*max 300 words)* |
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| 5. Tell us about your experience of managing your administrative processes such as scheduling work, travel arrangements, invoicing, etc. (max 250 words) |
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| 6. Tell us any other information you wish us to consider such as experience of working independently and as part of a team, IT skills, project management, etc. (*max 500 words)* |
|  |

**Thank you for completing this form.** Please return it to associates@early-education.org.uk along with sample course outlines and a specimen presentation and handouts.