

JOB APPLICATION FORM



This form has been designed to tell us all we need to know about you at this stage.

PERSONAL INFORMATION

SURNAME:

FORENAME(S):

TITLE:

PREVIOUS NAME (IF ANY):

ADDRESS FOR COMMUNICATIONS:

DAYTIME TEL NO:

DO YOU HAVE THE RIGHT TO TAKE UP EMPLOYMENT IN THE UK?

YES

NO

IF NO, WOULD YOU LIKE US TO ASSIST YOU IN APPLYING FOR THE RIGHT TO WORK?

YES

NO

DATES YOU ARE NOT AVAILABLE FOR AN INTERVIEW:

EDUCATION

From GCSE or equivalent to degree level in chronological order

ESTABLISHMENT:

QUALIFICTIONS GAINED:

ESTABLISHMENT:

QUALIFICTIONS GAINED:

ESTABLISHMENT:

QUALIFICTIONS GAINED:

ESTABLISHMENT:

QUALIFICTIONS GAINED:

ESTABLISHMENT:	QUALIFICTIONS GAINED:
ESTABLISHMENT:	QUALIFICTIONS GAINED:
Postgraduate education or any other professional qualifications	
ESTABLISHMENT:	QUALIFICTIONS GAINED:
ESTABLISHMENT:	QUALIFICTIONS GAINED:
ESTABLISHMENT:	QUALIFICTIONS GAINED:
ESTABLISHMENT:	QUALIFICTIONS GAINED:
ESTABLISHMENT:	QUALIFICTIONS GAINED:
ESTABLISHMENT:	QUALIFICTIONS GAINED:
WORK EXPERIENCE	
Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please begin with your present or most recent position and then work chronologically backwards.	
FROM:	TO:
NAME AND ADDRESS OF EMPLOYER	
JOB TITLE	
DESCRIPTION OF DUTIES AND RESPONSIBILITIES	
REASONS FOR LEAVING	
FROM:	TO:



NAME AND ADDRESS OF EMPLOYER

JOB TITLE

DECRPTION OF DUTIES AND RESPONSIBILITIES

REASONS FOR LEAVING

FROM:

TO:

NAME AND ADDRESS OF EMPLOYER

JOB TITLE

DECRPTION OF DUTIES AND RESPONSIBILITIES

REASONS FOR LEAVING

SALARY UPON LEAVING



OTHER INFORMATION

DO YOU HAVE ANY OTHER TRAINING, QUALIFICATIONS OR SKILLS RELEVANT TO THE POST (E.G. KNOWLEDGE OF A FOREIGN LANGUAGE, A FULL DRIVING LICENCE, COMPUTER LITERACY, ETC)?

PLEASE GIVE DETAILS OF AND PROVIDE AN EXPLANATION FOR ANY TIME WHEN YOU WERE NOT EITHER WORKING OR IN FULL-TIME EDUCATION.

HAVE YOU MADE A PREVIOUS APPLICATION TO THE COMPANY? IF SO WHEN WAS THIS AND WHAT WAS THE OUTCOME?

PLEASE GIVE DETAILS OF YOUR MAIN EXTRA-CURRICULAR ACTIVITIES AND INTERESTS.

PLEASE USE THIS SPACE TO SAY WHY YOU ARE INTERESTED IN THE POST FOR WHICH YOU HAVE APPLIED AND PROVIDE ANY OTHER INFORMATION THAT MAY ASSIST YOUR APPLICATION.

IF YOU ARE SUCCESSFUL WHEN COULD YOU TAKE UP YOUR POST?
WHAT ARE YOUR SALARY EXPECTATIONS?



IF YOU ARE DISABLED PLEASE GIVE DETAILS OF ANY SPECIAL ARRANGEMENTS YOU WOULD REQUIRE TO ENABLE YOU TO ATTEND INTERVIEW.

REFEREES

Please give details of two referees, one of whom must be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Neither referee should be a relative or a contemporary. Please initial here to give your consent to us contacting your named referees.

FIRST REFEREE:

SECOND REFEREE:

DECLARATION

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.
Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children whether received before or during their employment at the setting. I hereby consent to the Company processing the information supplied on this application form for the purposes of recruitment and selection.:

NAME:

SIGNATURE:

DATE:

