



# Employee Application Form

Post Applied For

Where did you see this vacancy advertised?

Surname

First name

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Address


Post Code

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Email address

Home Phone No

Mobile Phone No

What hours can you work?  
(Please tick)

Full time 8 hrs plus 1 hour lunch	Part time AM 7.45am–1.00pm	Part time PM 12.30pm-6.00pm or 1.00pm-6.00pm	Before and After School Club 7.30am-9.00 am and 3.00pm – 6.00 pm

## Qualifications

Please detail all qualifications that you may have. It is the Company's Policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out. (For additional qualifications please provide these on a separate sheet).

Qualification	Where Gained	Date	Please list specific grade achieved

**Career History**

*Please give details of your previous employment history starting with the most recent*

**1<sup>st</sup> Employer & Address****Job Title****Salary****£****Summarise the nature of your work and job responsibilities/achievements (if relevant)****Date Joined Company****Date Left****Reason for Leaving****2<sup>nd</sup> Employer & Address****Job Title****Salary****£****Summarise the nature of your work and job responsibilities/achievements (if relevant)****Date Joined Company****Date Left****Reason for Leaving****3<sup>rd</sup> Employer & Address****Job Title****Salary****£****Summarise the nature of your work and job responsibilities/achievements (if relevant)****Date Joined Company****Date Left****Reason for Leaving**

Please state relevant experience, giving examples to each. (A CV can also accompany this Application Form but this section must be completed in writing).

[illegible]

## OTHER DETAILS

What is the notice required in your present post?

Is your present post your sole regular employment?

Yes

No

Are you a British subject or a national of any EU country?

If not, do you have the right to work in the UK and a current work permit?

If so, please state the expiry date of your right to work in the UK and/or your work permit.

## DISABILITIES

Do you require any special arrangements to be made for your [interview/assessment test] on account of a disability?

Yes

No

If "yes", please give brief details of the effects of your disability on your day –to-day activities, and any other information that you feel would help us to accommodate your needs during your [Interview/assessment test] and thus meet our obligations under the Equality Act 2010:

## CONVICTIONS

Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared.

**GENERAL INFORMATION** - Is there any other information you would like to add about yourself? (you may continue to write on a separate sheet)

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**REFEREES**

Please submit 2 referees (who can comment on your suitability to work with young children) 1 of which must be a previous employer:

<b>Name:</b>			
<b>Address</b>			
<b>Post Code</b>		<b>Telephone Number</b>	
<b>Email</b>			

May this reference be taken up before interview / recruitment? Yes / No

<b>Name</b>			
<b>Address</b>			
<b>Post Code</b>		<b>Telephone Number</b>	
<b>Email</b>			

May this reference be taken up before interview / recruitment? Yes / No

**DECLARATION**

1. I acknowledge that an appointment, if offered, will be subject to satisfactory medical clearance. I am currently in good health.
2. I declare that I have not received any caution, warning, been reprimanded for any offences or been convicted of any criminal offence spent or otherwise (the post is exempt from the provisions of the Rehabilitation of Offenders Act)
3. I declare that the information given on this form is correct and understand that on appointment any False, incomplete or misleading statements or deliberate omissions may lead to dismissal.
4. I hereby agree to you seeking/releasing confidential references to anyone who so requests it. I understand that I may revoke this consent at any time and that I have the right under the Data Protection Act to request sight of a copy of each reference.

**Signature**

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**Date**

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FOR OFFICE USE			
Shortlist / Decline with reason			
Date of interview			
Panel members			
Decision with reason			
Vacancy	(Qualified/Unqualified)		FFN
	Rate per hour	Commencement Date	
	£		
Hours per week			