Employee Application Form

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| Post applied for: |

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| Surname: | First Names: |
| Address: | |
| Email address: | |
| Home phone number: | Mobile number: |

**Qualifications**

Please detail all qualifications that you hold. It is the company’s policy to verify qualifications of all successful job applicants and you may be asked later in the recruitment process for your consent for checks to be carried out. (For additional qualifications please provide these on separate sheet)

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| --- | --- | --- | --- |
| Qualification | Where gained | Date | Grade achieved |
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**Career History**

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

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| --- | --- |
| Employer name and address: | |
| Job title: | Salary: |
| Summarise the nature of your work and job responsibilities / achievements: | |
| Date joined company: | Date left: |
| Reason for leaving: | |

|  |  |
| --- | --- |
| Employer name and address: | |
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| Relevant experience, why you feel you are suitable for the job role?  A CV can be attached to support this. |

Other details

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| What is the notice required in your present post? | | |
| Is your present post your sole regular employment? | Yes | No |
| Do you have the right to work in the UK and a current work permit if required? | | |

Disabilities

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| --- | --- | --- |
| Do you require any special arrangements to be made for your interview / trial session on account of a disability? | Yes | No |
| If yes please give brief details on the effects of your disability on your day to day activities, and any other information that you would feel would help us to accommodate your needs during your interview / trial session and meet our obligation under the Equality Act 2010 | | |

Convictions

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| Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions? |
| Do you have anything else to declare?  For example have you ever been the subject of child protection proceedings, including any allegations relating to abuse, bullying, intimidation, professional malpractice or misconduct? |

General information

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| Is there any other information you would like to add about yourself? |

References

Please submit 2 references who can comment on your suitability to work with young children. One of which must be your previous employer.

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| --- | --- | --- | --- |
| Name: | Relationship to you: | | |
| Address: | | | |
| Telephone number: | | | |
| Email: | | | |
| May this reference be taken up before interview? | | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Relationship to you: | | |
| Address: | | | |
| Telephone number: | | | |
| Email: | | | |
| May this reference be taken up before interview? | | 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.

3. I declare that the information given on this form is correct and I understand that on appointment any false, incomplete or misleading statements of 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 I have the right under the Data Protection Act to request sight of each reference.

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| Signed: | Date: |