



Application for Employment

PRIVATE & CONFIDENTIAL

Applications are invited from women & men from all sections of the community irrespective of their marital status, sexuality, disability, race, colour, nationality, ethnic, national origin, or religion who have the necessary attributes to carry out the job.

Post applied for:

Surname and Title:

Forenames:

Address:

Postcode:

Home and mobile telephone number:

Date of birth:

Do you have a full driving licence?

Yes

No

Marital status:

Ages of children, if any:

National Insurance Number:

How much notice does your employer require?

Date that you are available from:

EDUCATION

Please give details of all educational and childcare qualifications you have achieved with dates.

Name of School or College	From - To	Qualification Gained	Grade	Date

Please also give details of previous experiences of childcare.

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Please give details of relevant courses you have attended with dates.

Course title	Brief description	From - To

Employment Record

Name and address of employer	From	To	Brief details of duties	Reason for leaving

Health

Do you have a health problem or disability which is relevant to your application? If yes please give details:

How many periods of sickness have you had over the past five years?	
How many working days has this amounted to over the past two years?	

FURTHER INFORMATION *(CONTINUE ON ANOTHER SHEET IF NECESSARY)*

Please indicate your reasons for applying for the post. You are also invited to give here any additional information which you wish to have taken into account in support of your application, and to list hobbies, spare time activities, interests, memberships of voluntary organizations etc.

REFERENCES

Please give the names, addresses and telephone numbers of two referees one of whom should be your present/most recent employer. References will be taken up after the interview.

1.

2.

How did you find out about the position?

DECLARATION

1. I acknowledge that an appointment if offered will be subject to satisfactory medical clearance. Currently I am in good health.
2. I declare that I have not 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 misleading statements or deliberate omissions will be regarded as grounds for disciplinary action.

Signature Date

FOR PERSONNEL / SHORTLISTINGS COMMITTEE USE ONLY

Shortlist / Decline with reason	
Date of interview:	
Panel members:	
Decision with reason:	



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