



Employment Application Form

Position applied for?	
When would you be able to start?	

Personal Details

Surname/Family Name	First Name(s)	Previous Surname(s)
Permanent address		Telephone Numbers
Postcode		Home:
		Work:
		Mobile:
Email:		May we ring you at work?
		YES / NO (delete as necessary)



Career History

Please give details below of all your previous employment, starting with the most recent. Include separate details about different jobs with the same employer. Please be exact with employment dates. Please indicate any gaps in employment for full time study.

Employer Name	Position Held	Reason For Leaving	Employment Dates

Continue on separate sheet if necessary



Education and Qualifications

Job related qualifications and membership of professional bodies (includes vocational and non-vocational courses. Please indicate date admitted to professional body and whether by exam or election).

Qualifications:

Course Title / Professional Body	Date achieved and grade / level



Education:

Educational Establishment (include name and town)	From	To	Examination Taken	Date	Grade

Continue on separate sheet if necessary

Disability

We welcome applications from people with disabilities. Is your ability to perform the particular job for which you are applying limited in any way?

<p>If yes how can we overcome this?</p>
<p>If short listed for the position, we will ask if any special arrangements are required for the selection process. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.</p>



Asylum and Immigration Act 1996

National Insurance Number:
If no NI number is available, do you have evidence of your entitlement to live and work in the UK? YES / NO (delete as necessary)

Medical History

Number of working days absence in the past two years

In the last 12 monthsdays	In the previous yeardays
Reason(s) for sickness absence:	
Sickness absence may be discussed at interview. Successful candidates may be required to provide a letter from their GP indicating their fitness for work.	

References

Two references are required. One referee must be your current employer or, if you are currently not working, this should be your last employer. For students, one referee should be from your college.

Name:	1.	2.
Address:		
Tel. No:		
Email:		
Position or relationship:		



References are usually taken up before selection, please indicate if this is acceptable:
YES / NO (delete as necessary)

Person Specification

Please give examples below of the personal attributes you possess relevant to the job you applied for. You may have acquired these from a number of sources including voluntary work or unpaid duties if you have had a break from paid employment.

Continue on separate sheet if necessary

Rehabilitation of Offenders Act / Home Office Circular 22/91

Because of the nature of the work, this employment is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and associated Order. Applicants are not, therefore, entitled to withhold details of any criminal convictions which for other purposes might be considered "spent". Checks will be made against police records in respect of those applicants selected for appointment, in accordance with Home Office Joint Circular 86/44. Information given will be kept confidential and will only be used in relation to the application for the job.

Have you ever had any convictions or police cautions (including spent convictions)?

YES / NO (delete as necessary)

If YES give details on a separate sheet of paper (attached in a sealed envelope marked confidential if you prefer).



Declaration and Signature

<p>I declare that the information given is true and accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that a CRB check will be required for successful applicants.</p>	<p>Signature: Date:</p>
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Please return this form to:

The Manager, Twiggs Lane Pre-school, Twiggs Lane, Marchwood, SO40 4ZE

Or if you have requested this application form electronically, please e-mail to twiggsfinance@hotmail.co.uk

For office use only

Selected for interview YES / NO	Reason:
Appointed to post	YES / NO Reason: