



# STAFF APPLICATION FORM

All sections of this Application Form must be completed. Please do not write "See CV". Any applicants doing so will have their application rejected. Continue of separate sheets if necessary.

## Personal Details:

Surname:	
First name(s):	
Permanent address:	
Date of birth:	
Home telephone number:	
Mobile number:	
Do you have children? <b>YES/NO</b>	If yes, please state ages:
Do you have a current driving licence? <b>YES/NO</b>	Do you own/have use of a car? <b>YES/NO</b>
Are you currently learning to drive? <b>YES/NO</b>	Please provide your number plate:

## Education and Qualifications:

### Secondary education details:

Name of school	Courses and Exams taken and results	Date



**Further Education and Professional Qualification Details:**

Name of college/university	Qualification	Grade	Date

**Previous Employment:**

Please give details of all previous employment, both full and part time.  
Please give most recent first

Name and address of employer	Position held and nature of work	Dates	Reason for leaving	Salary and benefits

**Sickness:**

Please state how many days absence from work/study you have had in the past year: .....

**References:**

Please give details of two referees – **one must be from your present or most recent employer**

<p><b>Referee 1:</b></p> <p>Name</p>		<p><b>Referee 2:</b></p> <p>Name</p>	
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Occupation		Occupation	
Address		Address	
Telephone number		Telephone number	
May we contact this referee now? <b>YES/NO</b>		May we contact this referee now? <b>YES/NO</b>	

**When would you be available to start work?.....**

**Reason for Application:**

<p><b>THIS SECTION MUST BE COMPLETED</b></p> <p>You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please make sure that you include:</p> <p style="padding-left: 40px;">Information about your past experience in Childcare/Playwork</p> <p style="padding-left: 40px;">Details of any relevant experience gained</p> <p style="padding-left: 40px;">Details of relevant training or positions of responsibility</p> <p>It is vital that you complete this section. We need as much information about yourself as possible in order to decide the next steps of the application process. Please use Person Specification to complete this section.</p>

**Little Harriers invites applications from suitably qualified disabled people.**

Do you have a health problem or disability which may be relevant to your application?	<b>YES/NO</b>
If yes, would you like to describe your health problem or disability?	



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**Where did you see this post advertised?**

Please complete this section. It helps us to monitor the success of our advertising.	
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**Declaration:** All information I have given on this form is true to my knowledge. I am aware that a Criminal Records Bureau Check will be carried out prior to commencing employment should my application be successful. I understand that Little Harriers will want to see certificates of all relevant qualifications I have stated on this form.

**Signed by applicant**.....

**Date**.....

**Please note:** If called for interview, you will be required to bring with you your driving license, passport and a utility bill addressed to yourself. Please inform us prior to interview if this will not be possible. The interview process is likely to last between 1-2 hours.

**For Office Use Only**

<b>Additional Comments:</b>
<b>Interviewed/not interviewed</b>

**Interviewed by**.....

**Signed**.....

**Date**.....