

APPLICATION FOR EMPLOYMENT

Position Applied For	
Preferred club	Holbrook Primary School/Southwater Infant Academy

PERSONAL DETAILS	
Surname:	First Names:
Address:	
Tel No (Home):	Tel No (Mobile):
Email:	
REFERENCES	
Please provide two referees, one of whom should be your current or most recent employer. Ideally, the other referee should also know you in a professional capacity.	
Name:	Name:
Address:	Address:
Telephone: <i>Please Note mobile telephone numbers cannot be accepted</i>	Telephone: <i>Please Note mobile telephone numbers cannot be accepted</i>
Work:	Work:
Home:	Home:
Relationship:	Relationship:
May we contact them for a reference before interview? Y/N	May we contact them for a reference before interview? Y/N

Kids Like Us

BREAKFAST & AFTER SCHOOL CLUBS

AVAILABILITY		
Day	Morning session (7.40 – 9.15am)	Afternoon session (2.30-6.15pm)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
What is the minimum number of days that you would like to work?		
What is the maximum number of days that you would like to work?		
QUALIFICATIONS AND TRAINING		
Starting with the most recent, please give details of your education, qualifications and all training relevant to this application – please continue on a separate sheet if necessary.		
Dates	Name of school, college or organisation where qualifications obtained	Details of qualifications
From To		

EMPLOYMENT HISTORY

Starting with your current or most recent job, please give details of all employment, including any voluntary work. Please explain any gaps in your employment history. Please continue on a separate sheet if necessary.

Dates		Name of employer	Your job title	Reason for leaving
From	To			

CURRENT OR MOST RECENT EMPLOYMENT

Please describe your current or most recent job responsibilities fully, and list your main achievements in this position. This may include any voluntary/community work that you may be involved in.

--

PERSON SPECIFICATION

Please describe how your background experience, skills and attributes meet the requirements set out in our Person Specification.

OTHER RELATED INFORMATION

Please explain your reasons for making this application and add any further information about yourself that you consider may be relevant.

DECLARATION

I confirm that the information that I have supplied in this application is correct. I understand that any offer of employment will be subject to satisfactory references, DBS check and I may be required to supply medical information.

Signed.....**Date**.....

Please return this form by the closing date on the first page to: *Kids Like Us, c/o 17 Hazel Close, Southwater, West Sussex RH13 9GN or email to jobs@kidslikeusclubs.co.uk.*

For Office Use Only:	
Date Application Received:	
Invited To I/V Or letter Sent:	I/V outcome:
Proof of Identity Evidence seen: Number: Dates: Staff signature:	Proof of Identity Evidence seen: Number: Dates: Staff signature:
DBS Original seen: Any comments: Discolosure number: Date of Issue: Staff signature:	
REFERENCE 1 Letter sent: Follow up letter sent: Reply received:	
REFERENCE 2 Letter sent: Follow up letter sent: Reply received:	
OFFER OF EMPLOYMENT: Letter sent: Contract sent:	