

# Application for Employment



The application form is the initial stage in our recruitment process we are committed to safeguarding children and safer recruitment. It is therefore important that you complete the application form as accurately as possible. When fully completed please return to sender.

Post applied for:

## Personal Information

Surname:	
Forename(s):	
Title (Mr, Mrs, Miss, etc):	
Previous names (if any):	
Current address:	
Telephone number(s):	
Email Address:	
Do you have the right to take up employment in the UK? If no, please provide further details. <i>Please state Yes or No</i>	
If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work? <i>Please state Yes or No</i>	

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## Education & Qualifications

From GCSE or equivalent to degree level in chronological order

Establishment	Qualifications gained

Postgraduate education or study or any other professional qualifications

Establishment	Qualifications gained

## Work Experience

Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please begin with your present or most recent position and then work chronologically backwards.

From	To	Name and address of employer	Job title, description of duties and responsibilities, reason for leaving and salary on leaving

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## Other information

Do you have any other training, qualifications, skills or personal qualities relevant to the post (e.g. knowledge of a foreign language, voluntary work?)

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Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

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Have you made a previous application to Monkey Puzzle, (location)? If so, when was this and what was the outcome?

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Please give details of your main extra-curricular activities and interests.

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Please use this space to say why you are interested in the post for which you have applied, why you believe you are the best person for the job and provide any other information that may assist your application.

If you are successful, when could you take up your post? How many weeks' or months' notice do you have to give to your current employer?

Do you have a salary expectation, if so, what are your salary expectations?

Please give any details of any child related experience and/or qualities you feel relevant to this post e.g babysitting, large family of siblings, knowledge of EYFS

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## References

Please give details of two referees, one of whom must be your current or most recent employer or, if this is an application for your first job, your schoolteacher or higher or further education lecturer. In line with our Safer recruitment process all reference you provide must be in a professional capacity.

First referee Full Name and Address	Second referee Full Name and Address

You may be required to give an additional reference(s).

### Rehabilitation of Offenders Act 1974

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a "protected caution" or a "protected conviction" under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

## Data Protection Declaration

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal.

I hereby consent to the Company processing the information supplied on this application form for the purposes of recruitment and selection. I accept that if my application is successful, this application form will form part of my personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

Name:

Signed:

Date: