

Application for

Employment

Job applied for: **MANAGER**

Please complete all sections – enter N/A if not applicable

|  |  |
| --- | --- |
| First name (s) : |  |
| Surname : |  |
| Title: |  |
| Address: |  |
| Postcode : |  |
| National Insurance Number : |  |
| Date of birth : |  |
| Telephone number (home) : |  |
| Mobile number : |  |
| Email address: |  |

**Please give details of past and present work**. This can be paid work, voluntary work or work at home. Start with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title & Company | Outline of role and responsibilities | FROM | TO |
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**Qualifications** (Academic and/or Professional)

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| --- | --- | --- |
| QUALIFICATION title, awarding body and place of study | Level/Grade | Date started and completed |
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**Training** – include any statutory childcare training and additional short courses you have undertaken.

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| --- | --- | --- |
| Name of training course | Details of course | Date completed |
|  |  |  |
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**Additional information in support of your application:** Please provide information that demonstrates you can do the job successfully against the areas below. We will need to gain enough evidence about how you might meet the requirements as detailed in the job description and person specification in order to shortlist you*. (continue on additional sheets if necessary)*

|  |
| --- |
| **Leadership and management** |
| **Safeguarding** |
| **Communication** |
| **Planning** |
| **Equality and Inclusion** |

**REFERENCES**

Please give the names and addresses of two people who will provide references. If you are at present employed, please include details of your current employer. If you are not employed at present please provide details for your most recent employer.

|  |  |
| --- | --- |
| Name:  Job title: | Name:  Job title: |
| Organisation name and address: | Organisation name and address: |
| Tel.no.  Email: | Tel.no.  Email: |

Please tick box if you do not want your referees to be approached without your prior permission.

your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

Kidszone is committed to promoting equal opportunities. All individuals regardless of race, ethnicity, nationality, gender or disability are encouraged to apply.

DECLARATION

I confirm that to the best of my knowledge the information I have provided in this application is correct.

I understand that this post will be subject to an Enhanced Disclosure and Barring Service search on behalf of Kidszone to ensure that the successful applicant does not have a police record for offences involving or endangering children or any other offences that may affect suitability for this position.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where/how did you hear about this vacancy?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form to:-

Elaine Lees, Director, Kidszone Out of School Care Limited

elaine@kidszoneonline.co.uk