



APPLICATION FOR EMPLOYMENT - CONFIDENTIAL

Please complete using BLOCK capitals. All forms should be signed and returned by the closing date. Information provided on this form will be used for the short-listing process. It is therefore your responsibility to ensure that you demonstrate, on this form, how you meet the criteria set out in the Employee Specification for the post.

Kidzone reserves the right to exclude any application from the short-listing exercise when the instructions outlined on this form have not been followed.

1. PERSONAL DETAILS		
Surname _____	Title _____	(Mr/Mrs/Miss/Ms/Other)
Forenames _____		
Address _____	Telephone No. (Evening) _____	
_____	Telephone No. (Day) _____	
_____	Date of Birth _____	
Post Code _____	National Insurance No. _____	

2. DISABILITY AND ARRANGEMENTS FOR INTERVIEW		
Do you consider yourself disabled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, do you require any arrangements to assist you if called for interview?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state the arrangements which would be needed for you to attend		

3. HEALTH	
Applicants called to interview may be asked to complete a health questionnaire and may be required to undergo a medical examination. A disability or health problem does not preclude full consideration for employment.	
How many days have you been absent from work due to illness in the past two years?	_____
Is there any additional information you wish to provide?	_____

4. CONVICTIONS

Have you been convicted of a criminal offence, which is not treated as 'spent' under the Rehabilitation of Offenders (NI) Order 1978?

Yes No

If yes, give details _____

It should be noted that convictions for offences do not necessarily deter an applicant from obtaining employment.

5. EDUCATION AND QUALIFICATIONS

Secondary Education

Please list below any qualifications obtained while in secondary education

Date	Type of examination e.g. GCE, GCSE etc.	Subject	Result/Grades

Further and Higher Education

Please list below any qualifications obtained whilst in further or higher education

Date of Attendance	Educational Establishment	Title of Qualification e.g. BTEC, BSc Econ, etc	Main Subjects	Result/Grades

6. PROFESSIONAL QUALIFICATIONS AND MEMBERSHIP

Please list below any professional qualifications obtained and/or membership of professional bodies

Organisation	Title of Examination, Date and Result	Type of Membership and Joining Date

7. EMPLOYMENT HISTORY

Please give details of the posts you have held starting with your present or most recent employer and please account for any gaps in employment (continue on a separate page if necessary and ensure your name appears at the top of each additional page).

Employer Name, Address, and Nature of Business	Date(s)		Job Title, Duties, Responsibilities and Reason for Leaving <i>If your job was part-time, please indicate.</i>
	From	To	

Earnings per annum for last/most recent employment £ _____ Commission/Bonus/Ot her Benefits etc. £ _____

Period of notice required _____

8. RELEVANT TRAINING

Please give below any relevant training, which you have received.

9. ADDITIONAL INFORMATION

Please give below any particular skills which you would bring to the post and any other information relevant to your application (continue on a separate page if necessary and ensure your name appears at the top of each additional page).

10. REFEREES

Please give details of two referees, not related to you, one of which should be your current (or most recent) employer. Referees will not be contacted until the interview process is complete.

Name:	_____	Name:	_____
Address:	_____	Address:	_____
	_____		_____
	_____		_____
Phone No:	_____	Phone No:	_____
Relationship:	_____	Relationship:	_____

11. DRIVING LICENCE

Do you have a full current driving licence? Yes No Do you have access to a car? Yes No

12. DECLARATION

The information given by me on this application is, to the best of my knowledge and belief, true and correct. I also understand that any misrepresentation by me will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation of liability on the part of the Committee other than for services rendered.

Signed: _____ Date: _____

Return completed form to:

Mrs K. Baker, The Kidzone Limited, Northbridge Road, Berkhamsted, Herts, HP4 1EH

A word version of this document is available on www.thekidzone.co.uk