

For office use only

Date received:

Received by (initials):



Job Application Form

Vacancy applied for:

Availability: Please state which days and times you are available to work – flexibility is an advantage. Our opening hours are 9.30pm to 7pm.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

Are you available to work half terms / school holidays?

Please tell us how you heard about this vacancy:

1. Personal details

Last Name: First Name:

Address:

Postcode: DOB:

Home Telephone No. Daytime Contact No.

E-mail address:

National Insurance No.

Are you free to remain and take up employment in the UK? Yes No

You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see www.ukba.homeoffice.gov.uk

Driving Licence

Do you hold a full, clean driving licence valid in the UK? Yes No

2. Education/Qualifications

School (11+)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

3. Employment History

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

Current or most recent employer

Name of Employer:

Address:

<input type="text"/>
<input type="text"/>
Postcode:

Position Held:

Date Started:

Reason for leaving:

Current Salary or salary on leaving this post:

Notice Period or Leaving Date (if no longer employed):

Brief description of duties:

Previous employer

Name of Employer:

Address:

<input type="text"/>
<input type="text"/>
Postcode:

Position Held:

Date Started:

Reason for leaving:

Salary on leaving this post:

Notice Period or Leaving Date (if no longer employed):

Brief description of duties:

Previous employer

Name of Employer:

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<input type="text"/>
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Postcode:

Position Held:

Date Started:

Reason for leaving:

Salary on leaving this post:

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Brief description of duties:

Previous employer

Name of Employer:

Address:

<input type="text"/>
<input type="text"/>
Postcode:

Position Held:

Date Started:

Reason for leaving:

Salary on leaving this post:

Notice Period or Leaving Date (if no longer employed):

Brief description of duties:

Continue on separate sheet if necessary

4. Health and absence record

Please state any periods of absence over the last 3 years giving number of days lost and reasons for each of these.

Dates	Reason for absence

Continue on separate sheet if necessary to cover the full 12 months prior to application

5. Information in support of your application

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the post. Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used.

Hobbies:

Continue on a separate sheet if necessary

6. Convictions/ Disqualifications

Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.

Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:

7. Disability Discrimination Act

The Disability Discrimination Act 1995 protects people with disabilities from unlawful discrimination. We welcome applications from people with disabilities. The DDA defines a disabled person as 'someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities'.

Do you have a disability?

Yes

No

If yes, please give details:

If, as a result of your disability, you should require any particular arrangements to be made for your interview please give details below:

8. References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1

Reference 2

Name:

Job Title:

Organisation:

Address:

Contact No:

Email:

How is this person known to you:

Do you wish to be consulted before this referee is approached:

Yes

No

Name:

Job Title:

Organisation:

Address:

Contact No:

Email:

How is this person known to you:

Do you wish to be consulted before this referee is approached:

Yes

No

We reserve the right to contact any of your other previous employers within the last three years.

9. Declaration

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that Treasure Chest Soft Play Ltd can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Date:

Candidates selected for interview will normally be notified within 2 weeks of the closing date.

If you return this form by email, you will be asked to sign your application at interview.

10. Submitting your application

By Post:

Treasure Chest Soft Play Ltd
Unit 1
The Faraday Centre
Faraday Road
Crawley
West Sussex
RH10 9PX

By E-Mail:

info@treasurechestsoftplay.co.uk

Enquiries:

Telephone: 01293 549009