



Job Application Form

Please provide as much information as possible to support your application. If you don't want to disclose any information then please leave that part blank. Be aware that information missing may affect your application.

Vacancy Title Applying for:

1. Personal details

Last Name:

First Name:

Date of Birth:

Gender:

Address:

Postcode:

Home Telephone No.

Daytime Contact No.

E-mail address:

National Insurance No.

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2. Preferred hours and Availability

Please tick

Full time (37.5 hours per week)

Part time

How many hours per week are you hoping to work?

Availability: Please colour in or tick when you **ARE AVAILABLE:**

Time	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
9am – 10am							
10am – 11am							
11am – 12pm							
12pm – 1pm							
1pm – 2pm							
2pm – 3pm							
3pm – 4pm							
4pm – 5pm							
5pm – 6pm							
6pm – 7pm							
7pm – 8pm							Closed for Church Service

3. Education/Qualifications

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

Current Membership of any Professional Body/Organisation

Please give details:

4. Employment History

Please include any previous experience (paid or unpaid), starting with the most recent first. Please print this sheet off more than once if you want to mention more than two jobs.

Current or most recent employer

Name of Employer:

Address:

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

Position Held:

Date Started:

Leaving Date:

Reason for Leaving:

Brief description of duties:

Previous employer

Name of Employer:

Address:

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

Position Held:

Date Started:

Leaving Date:

Reason for Leaving:

Brief description of duties:

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 by reference to the job description and person specification. Please include all relevant information, whether based on formal employment or voluntary/leisure activities. Attach and label any additional sheets used.

A bit of advice:

- Applications can only be assessed on the information you provide, so make a list of things you want us to know before starting
- Look at the job description and think about why you think you'll be able to do each bit well
- Talk about things you have done in other roles or parts of your life. How will the skills you've gained there help you in this job?
- Talk about the personal qualities you think you have that will help in this job
- Use concise sentences and avoid exaggerations. Brutal honesty is always the best policy!
- Please no more than 2 sides of A4

Continue on **one more** separate sheet if necessary

6. Convictions/ Disqualifications

To ensure the safety of our customers a DBS (the new CRB) check may be completed for this position. A criminal record will not necessarily be a bar to obtaining a position at Eden Softplay. If a check is returned and reveals any information, this will be discussed with the applicant. The Managers will make a decision as to whether the offer of employment should be withdrawn.

Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986

We would draw your attention to the following statement:-

“Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.

Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order. (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement and interview).

7. Reasonable Adjustments/Arrangements

Are you subject to any conditions relating to your employment in this country?

YES/NO

If "yes" please use the space below to tell us what these are?

If you would need us to make any adaptations for your interview and employment to accommodate any disability you may have please tell us what these should be.

References

Please give the detail of **two** references – these can be current/previous line managers or certified people able to give trustworthy character reference. We may or may not contact them, **but they should be warned in advance**.

Name of Referee
and relationship
to you:

Address:

Postcode:	
Email:	Tel:

Name of Referee
and relationship
to you:

Address:

Postcode:	
Email:	Tel:

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 can not be considered.

I agree that Eden Softplay 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: