

application for employment

Please complete the form as fully as possible, using type or black ink. Use additional sheets of paper if required. Please return the form to Whizz-Kidz, 4th Floor, Portland House, Bressenden Place, London, SW1E 5BH or email: Jobs@whizz-kidz.org.uk

Post title:

Department:

personal details

Surname:

Title:

First name(s):

Address:

Postcode:

Home tel no:

Daytime tel no:

e-mail address:

present or most recent employment

Post held:

Employer's name and address:

Tel no:

Nature of business:

Period of employment from:

to:

Salary details:

Notice period:

Brief description of duties and responsibilities:

Reason for leaving:

previous employment (most recent first)

Employer's name and address	Post held & main responsibilities	From	To	Reason for leaving

education (most recent first)

Name of school, college, university etc.	Full or part-time	Qualifications & grades obtained

additional qualifications

membership of professional bodies

personal development and other information

Please give details of any personal development you have undertaken, your interests and hobbies or any other information you feel to be appropriate.

reasons for applying

Please give details of your experience, skills and any training you have undertaken and outline how they are relevant to the post. (Please refer to the criteria in the Person Specification and give specific examples.)

general information

Do you have a current full driving licence? **Yes/No**

Do you need a work permit to work in the UK? **Yes/No**

Do any of your friends or relatives work for Whizz-Kidz?
(if yes, please give details) **Yes/No**

How did you hear about this Job Vacancy?

Please notify us if you have any specific requirements should you be selected for interview. (please give details of these.)

referees

Please give the names of two referees, one of which must be your present (or most recent) employer. Please do not give friends or relatives as referees.

Name:

Name:

Position:

Position:

Organisation:

Organisation:

Address:

Address:

Tel no:

Tel no:

Email address:

Email address:

May we contact this referee prior to
interview? **Yes/No**

May we contact this referee prior to
interview? **Yes/No**

declaration

You need to declare any criminal convictions you have that are not regarded as spent under the Rehabilitation of Offenders Act 1974. Please note: applicants for some positions may also be required to declare spent convictions.

Have you ever been convicted of a criminal offence? **Yes/No**

If yes, please give details:

I declare that the details in this application are correct to the best of my knowledge. I understand that I may be asked to provide evidence of any academic or professional qualifications I have listed. Any false statement may be sufficient cause for rejection, or, if appointed, dismissal.

Signed:

Date:

For office use only

Successful/unsuccessful FT/PT/Temp Start date:

Salary scale & commencing salary :

Signed:

Date: