



Botesdale After School Club Application of Employment

Please return completed application forms to: Paula Mills / Bridget Simms-Baalham

32 Ryders Way, Rickingham,
Diss, Norfolk. IP22 1ER

Personal Details

Name			
Date of Birth		Age	
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Home Address			
Home Telephone No		Mobile	
Email Address			
Previous Address if less than three years			

Application

Position Applied for					
Days available to work	Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>
What date are you available to start work					

Employment History

Present Employment

Employers Address		
Position Held		
Start Date		End Date
Reason for leaving		

Previous Employment

Employers Address		
Position Held		
Start Date		End Date
Reason for leaving		

Education

Schools attended
Qualifications gained

Skills, training and awards

What personal skills do you think you could offer the position

Do you have any medical conditions that may inhibit your working practice, if yes please give a brief explanation.

Yes

No

Do you have any disabilities that may inhibit your working practice, if yes please give a brief explanation.

Yes

No

References

Botesdale After School Club require two referees; the persons named will be contacted prior to employment. One must be your latest employer.

First Reference

Name	
Relationship	
Home Address	
Telephone No.	
Email Address	

Second Reference

Name		
Relationship		
Home Address		
Telephone No.		
Email Address		
May we contact the referees by telephone prior to employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Optional Information

Ethnic Origin	
Religion	
Language spoken at home	

Botesdale After School Club is an Equal Opportunities Employer and actively promote equality of opportunity and anti discriminatory practice.

Criminal Convictions

Please give details of criminal convictions below. Unless stated otherwise, you do not need to declare convictions which are 'spent' as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations.

However if you are applying for a job supervising, caring for or otherwise connected with people from the following list, **you must always declare any convictions and/or criminal offences**, even where they are 'spent'. For these purposes this includes working with children, young and older people, those who are dependent on alcohol or drugs and those with mental or physical disabilities, illness or deformity, including people who are blind, deaf or without speech. For certain posts an enhanced CRB police check will be required. If this is necessary you will be asked to sign a separate authorisation.

Details of Criminal Convictions *Please state NONE if appropriate*

Declaration

To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my dismissal. In submitting this form via email I confirm the above to be true and I understand I will be asked to sign this form if invited to interview.

In submitting this form I give my consent for personal data to be processed in accordance with the Data Protection Act 1988.

Signature	Date
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