|  |  |
| --- | --- |
| **APPLICATION FORM**  *Confidential* | Child in Mind Ltd |

**Important:** This information will be used as the basis of pre-selection of applications and at any future selection process. Please complete all sections of the form in full.

Please return the completed form to: The Administrator, by email to admin@childinmind.co.uk

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| POSITION APPLIED FOR: | |  | | | | | | |
|  | | | | | | | | |
| PERSONAL DETAILS: | |  | | | | | | |
| SURNAME |  | FIRST NAME/S |  | | | | |  |
|  |  |  |  | | | | |  |
| ADDRESS |  | | | | | | |  |
|  |  |  |  | | | | |  |
| POST CODE |  | MOBILE |  | | | | |  |
|  | | | | | | | | |
| TEL NO - HOME |  | E-MAIL |  | | | | |  |
|  | | | | | | | | |
| TEL NO - WORK |  |  |  | | | | |  |
|  | | | | | | | | |
|  | | | |  |  |  |  | |

**OTHER DETAILS**

|  |
| --- |
| Do you hold a current driving licence? Yes/No |
| Are there any dates when you would **not** be available for interview? If yes, please give details. Yes/No |
|  |

###### PLEASE COMPLETE SECTIONS 1 TO 6 AS FULLY AS POSSIBLE

## PRESENT OR MOST RECENT EMPLOYMENT - SECTION 1

|  |  |  |  |
| --- | --- | --- | --- |
| **DATES** | | **JOB TITLE** | **EMPLOYER’S NAME, LOCATION & NATURE OF BUSINESS** |
| FROM  Mm/yyyy | TO  mm/yyyy |
|  |  |  |  |

|  |
| --- |
| Summarise main responsibilities and achievements: |
|  |

|  |  |  |
| --- | --- | --- |
| Notice required: |  | Reason for leaving: |
|  |  |

**EMPLOYMENT HISTORY - SECTION 2**

*Please give details of all appointments you have held prior to your present post, starting with the most recent.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATES** | | **POSITION HELD** | **EMPLOYER’S NAME, LOCATION & NATURE OF BUSINESS** | **MAIN RESPONSIBILITIES & ACHIEVEMENTS** | **REASON FOR**  **LEAVING** |
| FROM mm/yyyy | TO  mm/yyyy |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| EDUCATION & TRAINING - SECTION 3 *Starting with the most recent first and including dates.* | | |
| **NAME OF UNIVERSITY/COLLEGE/SCHOOL** | **QUALIFICATIONS & GRADE OBTAINED** | **MAIN SUBJECTS STUDIED** |
|  |  |  |

|  |
| --- |
| Membership of Professional Institutions: |
|  |

## *You will be asked to produce appropriate certificates at interview.*

**COURSES ATTENDED - SECTION 4**

|  |  |  |
| --- | --- | --- |
| **NAME OF TRAINING ORGANISATION** | **NAME OF COURSE & DATE ATTENDED** | **MAIN SUBJECTS STUDIED** |
|  |  |  |

##### COMMENT - SECTION 5

*Please explain why you are applying for this position and why you consider yourself a suitable applicant.*

|  |
| --- |
|  |

##### REFERENCES – SECTION 6

*Please give the names, addresses and telephone numbers of two referees who would be prepared to comment on your professional ability. One of these should be associated with your present job. Referees will* ***NOT*** *be approached before you have been offered an appointment. Telephone verification of written references will be made.*

|  |  |  |
| --- | --- | --- |
| 1. |  | 2. |
| Tel No:  E-mail:  In what capacity does this referee know you? (eg employer, line manager, friend etc?) |  | Tel No:  E-mail:  In what capacity does this referee know you? (eg employer, line manager, friend etc?) |

**It is a requirement that you obtain Enhanced DBS (CRB) check PRIOR to application.**

**DECLARATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I confirm that, to the best of my knowledge, the information given on this form is correct.  **Data Protection**: I agree to Child in Mind Ltd using personal data contained in this form, or other data which Child in Mind Ltd may obtain from me or other sources, for the purpose of dealing with my application. | | | | |
| Signature |  | Date |  |  |
|  | | | | |

**Thank you for completing the form.**

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| OFFICE USE ONLY | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| APPLICATION FORM NO. |  | | | |  | SELECTED FOR INTERVIEW? | | | | | | | YES | |  | NO |  |  | |
|  | | | | | | | | | | | | | | | | | | | |
| IF NO, SPECIFY REASON: | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| INTERVIEW DATE | |  | | | | | | TIME | |  | VENUE | | |  | | | | |  |
|  | |  | | | | | | | | | | | | | | | | | |
| DATE INTERVIEW LETTER SENT | |  | | | | | | DATE CONFIRMATION RECEIVED | | | | | |  | | | | |  |
|  | |  | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | |  |
| INTERVIEW ATTENDED? | | YES |  | NO | | |  | | IF NO, SPECIFY IF REASON KNOWN | | |  | | | | | | |  |
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| POSITION OFFERED? | YES | |  | NO |  |  | |
|  | | | | | | | |
| IF NO, SPECIFY REASON | |  | | | | |  |
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| START DATE | | | | | / / | | | | DATE AGREEMENT ISSUED | | | | | | / / |  | |
|  | | | | | | | | | | | | | | | | | |
| DATE ACCEPTANCE RETURNED | | | | / / | | | | |  | | | | | | / / |  | |
|  | | | | | | | | | | | | | | | | | |
| RELEVANT DOCUMENTATION ISSUED? | | | | | | | YES |  | | NO | |  | |  | | | |
|  | | | | | | | | | | | | | | | | | |
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