

APPLICATION FORM

Please complete this form and return to PERSONNEL, LONGWOOD SCHOOL AND NURSERY.

PRIVATE AND CONFIDENTIAL

SURNAME (Mr, Mrs, Miss, Ms*).....MAIDEN NAME

*Please delete as appropriate

FORENAMES

ADDRESS

.....POST CODE

HOME TELEPHONE NUMBER

MOBILE TELEPHONE NUMBER

EMAIL ADDRESS

NATIONAL INSURANCE NUMBER

DATE OF BIRTH NATIONALITY.....

ARE YOU ELIGIBLE TO WORK IN THE U.K.....

DO YOU REQUIRE A WORK PERMIT.....

DO YOU HOLD A CURRENT DRIVING LICENCE.....

HOW WOULD YOU TRAVEL TO WORK.....

DO YOU SUFFER FROM ANY MEDICAL CONDITIONS.....

NEXT OF KIN / EMERGENCY CONTACT: NAME:.....

Telephone No:.....mobile no:.....

Doctor (if applicable).....

HOW DID YOU HEAR OF THIS VACANCY?.....

WHAT POSITION ARE YOU APPLYING FOR.....

HOURS OF WORK 4, 6 OR 8 HOURS SUBJECT TO AVAILABILITY.....

The position will be 52 weeks per year Monday to Friday only closing on bank holidays

IF OFFERED THIS JOB, WHEN COULD YOU START.....

DO YOU HAVE ANY PRE-BOOKED HOLIDAY COMMITMENTS.....

PLEASE USE THIS SPACE TO TELL US MORE ABOUT YOURSELF IN YOUR OWN HANDWRITING

YOU WILL BE INVITED FOR A FORMAL INTERVIEW IF YOUR APPLICATION IS TAKEN FURTHER.

YOUR INTERVIEW MAY INCLUDE UNDERTAKING AN ACTIVITY WITH THE CHILDREN, INCLUDING A CHILD OBSERVATION. PLEASE BE PREPARED TO SPEND A MINIMUM OF 2 HOURS WITH US.

- COMPLETE DETAILS ON THIS FORM OF YOUR EMPLOYMENT AND OTHER HISTORY FOR THE LAST 10 YEARS WITH NO TIME GAPS.
- PROVIDE FULL NAMES AND ADDRESSES OF TWO REFEREES
 1. PROFESSIONAL PERSON (TEACHER, DOCTOR ETC) KNOWN FOR MORE THAN 2 YEARS
 2. CHARACTER REFERENCE KNOWN FOR MORE THAN 2 YEARS (NOT A FAMILY MEMBER)

EDUCATION & QUALIFICATIONS:

SECONDARY EDUCATION.....RESULTS.....DATES.....

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FURTHER EDUCATION.....RESULTS.....DATES.....

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ANY OTHER EDUCATION.....RESULTS.....DATES.....

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DETAILS OF PRESENT AND PREVIOUS EMPLOYERS

PLEASE GIVE FULL DETAILS OF YOUR LAST 3 PREVIOUS POSITIONS STARTING WITH YOUR PRESENT OR MOST RECENT EMPLOYMENT:

Please feel free to continue any answers on a separate sheet as required.

1. EMPLOYERS NAME.....

POSITION HELD.....

ADDRESS.....

DUTIES.....

EMPLOYED FROM.....TO.....

REASON FOR LEAVING.....

2. EMPLOYERS NAME.....

POSITION HELD.....

ADDRESS.....

DUTIES.....

EMPLOYED FROM.....TO.....

REASON FOR LEAVING.....

3. EMPLOYERS NAME.....
POSITION HELD.....
ADDRESS.....
DUTIES.....
EMPLOYED FROM.....TO.....
REASON FOR LEAVING.....

WORK & EXPERIENCE

Please provide a short handwritten paragraph (no more than 50 words) to describe the work that you have undertaken, and the experiences that you have gained with children to support your job application:

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Any other points (courses, interests, hobbies & activities etc)

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NAME & ADDRESS OF TWO REFEREES (with post code) if different from above.

1.College tutor or previous employer 2.Other professional who has known you for more than two years

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To the best of my knowledge the above statements are true.

SignatureDate.....

A DBS (Disclosure & Barring Service) check will be required for this post.