



Longacre Childcare Limited- Application Form

PRIVATE & CONFIDENTIAL The following information will be treated in the strictest confidence			
Applications are invited from women & men from all sections of the community irrespective of their marital status, sexuality, disability, race, colour, nationality, ethnic, national origins, or religion who have the necessary attributes to carry out the job.			
Post applied for:			
Where did you see this post advertised?			
Full name:		Marital Status:	
Email address:			
Address:			
Postcode:			
Tel No:		Mobile No:	
What number should we contact you on?		What time is it best to contact you?	
Are you over the age of 17?	yes <input type="checkbox"/> no <input type="checkbox"/>	Smoker?	yes <input type="checkbox"/> no <input type="checkbox"/>
Do you have a full driving licence?		yes <input type="checkbox"/> no <input type="checkbox"/>	
Do you have any current endorsements? If yes please give full details:		yes <input type="checkbox"/> no <input type="checkbox"/>	
Are you involved in any activity which might limit your availability to work or your working hour's e.g. local government? If yes, please give full details:		yes <input type="checkbox"/> no <input type="checkbox"/>	
Are you subject to any restrictions or covenants which might restrict your working activities?		yes <input type="checkbox"/> no <input type="checkbox"/>	
Are you willing to work overtime and weekends if required?		yes <input type="checkbox"/> no <input type="checkbox"/>	
Please give details of any hours you would not wish to work.			
It is a criminal offence for barred individuals to apply to work with children or vulnerable adults in a regulated activity. Are you on a barred list?		yes <input type="checkbox"/> no <input type="checkbox"/>	
Have you had any convictions including both spent and unspent convictions under the Rehabilitation of Offenders Act 1974? If yes, please give full details:		yes <input type="checkbox"/> no <input type="checkbox"/>	
<small>(A copy of the Company's Equal Opportunities Policy, CRB Code of Practice, Disclosure and Disclosure Information Policy is available on request. These reflect the CRB/Disclosure Scotland Codes of Practice)</small>			
If offered employment you will be required to complete a Pre-Employment Medical Questionnaire. Are you prepared to undergo a medical examination before employment?		yes <input type="checkbox"/> no <input type="checkbox"/>	

Have you ever worked for Longacre Childcare before? If yes, please give full details:	yes <input type="checkbox"/>	no <input type="checkbox"/>
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Have you applied for employment with Longacre Childcare before?	yes <input type="checkbox"/>	no <input type="checkbox"/>
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Do you need a work permit to take up employment in the UK?	yes <input type="checkbox"/>	no <input type="checkbox"/>
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EDUCATION			
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From	To	Schools attended since age 11.	Examinations and Results

From	To	College or University	Courses and Results

From	To	Further Formal Training	Diploma/Qualification

Job Related Training Courses		
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Date	Name of Organisation	Subject

Please give details of membership of any technical or professional associations.
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WORK HISTORY Please start with current/last position. Please include any periods of unemployment, career breaks etc. College leavers should provide details of any holiday work or course placements.

Current/last Employer			
Address			
Last position held			
Main responsibilities			
Start date		Leaving date/notice period	
Reason for leaving			

Name & address of employer	From	To	Position held	Reason for leaving

FURTHER INFORMATION (continue on another sheet if necessary)

Please indicate your reasons for applying for the post. You are also invited to give here any additional information which you wish to have taken into account in support of your application, and to list hobbies, spare time activities, interests, memberships of voluntary organisations etc.

Please set out below any further information to support your application e.g. past achievements, future aspirations, personal strengths, foreign languages and degree of competency.

REFERENCES- Please details of two referees, one of which must be your current employer, in the case of college / university leavers, your tutor. They must not be a friend or member of your family. All offers of employment are subject to receipt of satisfactory references, but we will not approach referees before we have made you an offer. In certain circumstances a reference may be requested from any of your previous employers.

Name		Name	
Address		Address	
Telephone Number:		Telephone Number:	
Occupation		Occupation	
Relationship to you		Relationship to you	

Can we approach your current employer before an offer of employment is made?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Do you hold a current Police check Date of Issue:	yes <input type="checkbox"/>	no <input type="checkbox"/>

DECLARATION

Given the nature of the job to which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by the Criminal Records Bureau/Disclosure Scotland. I have been given a copy of the Company's Equal Opportunities Policy, which includes information relating to the recruitment of ex-offenders.

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

Signature Date.....