

# Teatimers Job Application form

Post Applied for:



The information you supply on this form will be treated in confidence

## Section 1 Personal details

Last Name:

First Name:

Date of Birth:

If you have lived at your current address for less than 3 years , please provide your previous address.

Address &  
Postcode:

Address &  
Postcode:

Time at this address

Time at this address

Home Tel:

National Insurance no:

Mobile Tel:

Email:

Are you free to take up employment in the UK with no current immigration restrictions?

Yes

No

Do you hold a full driving licence, valid in the UK

Yes

No

## Section 2 Present Employment

Present employment - if currently not working, please give details of your last job

Name of Employer:

Address &  
Postcode:

Job Title

Department:

Salary

Employed From (date)

To (date)

Brief description of  
duties:

Notice period

Reason for leaving  
(If no longer employed)

## Section 2 Previous Employment

Previous employment - most recent employer first

### Employer 1

Name of Employer:

Address &  
Postcode:

Job Title

Employed From (date)

To (date)

Summary of duties:

Reason for leaving:

### Employer 2

Name of Employer:

Address &  
Postcode:

Job Title

Employed From (date)

To (date)

Summary of duties:

Reason for leaving:

Continue on a second sheet if necessary

## Section 4 Education

Qualifications obtained from schools and colleges. Please list highest qualification first

School or College	Course	Qualifications / grades obtained

Continue on a separate sheet if necessary

Qualification	Course Details

Continue on a separate sheet if necessary

## Section 5 Training and development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses e.g Safeguarding, First aid, Food Hygiene etc

Qualification	Course Details

Continue on a separate sheet if necessary

## Section 6 Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain how you feel you meet the requirements of the job description - what do you bring to the role? Do add any activities, experience or skills that may be of interest or voluntary / unpaid roles you have had.

## Section 7 Suitability

As you are applying for work which brings you into contact with children, you will be required to undergo an enhanced DBS check before taking up the role. This check will include the details of cautions, reprimands which you may have even if they are regarded as spent under the Rehabilitation of offenders act 1974. You must also let us know of any prosecutions pending against you.

Having a criminal record will not necessarily bar you from employment. It will depend on the relevance, circumstances and background to the offence. Failure to disclose an event that subsequently came to light would lead to disciplinary action or dismissal.

Have you been convicted of a criminal offence? Yes  No

Do you have any current unspent convictions Yes  No

If you have answered yes to any of the above questions, please provide please write details on a separate sheet of paper and attach it to this form.

## Section 8 Health

You cannot be required to provide any information regarding your health in advance of the selection process. The space below is provided should you choose to add anything about your health status. Leaving this section blank will not affect the selection process.

## Section 9 References

Please give the names and addresses of two referees. One must be your current (or most recent) employer. The other should be a previous employer within the last 5 years. If you are unable to do this, please explain clearly who your references are:

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position:	<input type="text"/>	Position:	<input type="text"/>
Work relationship:	<input type="text"/>	Work relationship:	<input type="text"/>
Address & Postcode:	<input type="text"/>	Address & Postcode:	<input type="text"/>
Telephone:	<input type="text"/>	Telephone:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Are you willing for this referee to be approached prior to the interview? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you willing for this referee to be approached prior to the interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	

## Section 12 Declaration

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I hereby certify that:

- All the information given my me on this form is correct to the best of my knowledge
- All questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold

Signed:

Date:

## Returning this form

Return your completed form to:

Toby Arnold  
Teatimers  
Sandygate Road  
Marlow  
Buckinghamshire  
SL7 3AZ