

**All My Friends Childcare Ltd,  
87, Barnwood Road, Gloucester,  
GL2 0SF.  
Telephone 01452 502060**



**Employment Application**  
*Strictly Confidential*

**YOU MUST ENSURE THAT YOU COMPLETE ALL SECTIONS OF THE APPLICATION FORM AND NOT LEAVE ANY GAPS. IF YOU HAVE FURTHER INFORMATION RELEVANT TO YOUR APPLICATION THAT YOU WOULD LIKE US TO KNOW, PLEASE USE A SEPARATE SHEET OF PAPER**

**POSITION APPLIED FOR: .....**

**PERSONAL DETAILS**

<b>Full Name:</b> ..... .....	<b>Address:</b> ..... ..... .....
<b>Telephone Number:</b>	
<b>Landline:</b> .....	<b>Post Code:</b> .....
<b>Mobile:</b> .....	<b>NI Number:</b> .....
<b>Email:</b> .....	

**EDUCATION**

<b>Schools Attended</b>	<b>Qualifications Attained</b>

<b>Colleges/Universities Attended</b>	<b>Qualifications Attained</b>
<b>Training Courses Attended:</b>	<b>Qualifications Attained</b>

**Please give details of any membership of any technical or professional bodies:**

**EMPLOYMENT HISTORY**

Beginning with your most recent employment please provide details of your employment history. Please include an explanation for any gaps in your employment history.

<b>From</b> (dd/mm/yy) .....	<b>To</b> (dd/mm/yy) .....
<b>Employer's name</b> .....	
<b>Job title</b> .....	
<b>Duties</b> ..... ..... .....	
<b>Reason for leaving</b> .....	

<b>From</b> (dd/mm/yy) .....	<b>To</b> (dd/mm/yy) .....
<b>Employer's name</b> .....	
<b>Job title</b> .....	
<b>Duties</b> .....	
.....	
.....	
<b>Reason for leaving</b> .....	

<b>From</b> (dd/mm/yy) .....	<b>To</b> (dd/mm/yy) .....
<b>Employer's name</b> .....	
<b>Job title</b> .....	
<b>Duties</b> .....	
.....	
.....	
<b>Reason for leaving</b> .....	

<b>From</b> (dd/mm/yy) .....	<b>To</b> (dd/mm/yy) .....
<b>Employer's name</b> .....	
<b>Job title</b> .....	
<b>Duties</b> .....	
.....	
.....	
<b>Reason for leaving</b> .....	

**If you are currently employed, how much notice do you need to give your employer to terminate your employment?** .....

**HOBBIES AND INTERESTS:**

**Tell us a little more about yourself. What are your hobbies and interests?:**

**SUITABILITY**

**Why have you applied for this job and why do you feel you would be the preferred candidate?**

**REFERENCES**

Please supply two referees, preferably from your last two employers. If you do not have two previous employers then you may provide personal references, but they must not be from family or close friends

<b>Company Name and Address:</b> ..... .....	<b>Company Name and Address:</b> ..... .....
<b>Referee's Name:</b> .....	<b>Referee's Name:</b> .....
<b>Email Address:</b> .....	<b>Email Address:</b> .....
<b>Position:</b> .....	<b>Position:</b> .....

**Are we able to approach the referees for a reference before an offer of employment is made?**

.....

I confirm that the above information supplied by me is a true, accurate and factual representation. I also declare that any CV submitted with this application is also a true, accurate and factual representation.

I understand that if I have lied or mislead you in any way, any offer of employment will be withdrawn or my employment terminated.

I am aware the details provided will be held in confidence by the Company to enable them to assess the application and to help monitor their recruitment and selection process in compliance with current Data Protection legislation.

I understand that if I am shortlisted, I will receive a form in which I will disclose details of any criminal convictions, except any which are 'spent' in accordance with the Rehabilitation of Offenders Act 1974.

**Signed** .....

**Date**.....

**Please advise us if there are any special circumstances we may need to consider to enable you to attend an interview with us.**

**NB: The position is subject to the receipt of a satisfactory DBS Certificate. If an offer of employment is made and you are unable to provide us with a satisfactory certificate, after due consideration we may either withdraw our offer or terminate your employment.**

**General information:**

How did you hear about this vacancy?

All My Friends employee

Internet/website

Job centre

Speculative application

Media advertising

Poster

Other

Please state: