# 

Application number

# APPLICATION FORM

Please complete all parts of this application form as fully and clearly as possible, using a black or blue pen or equivalent. Please use extra sheets if required.

Please remember to sign the declaration at the bottom of this page.

# Section 1

Post applied for ……………………………………………………………………………………………………………….……………...

Surname …………………………………………..……………First Name ………………………………………………..…………….

Address ……………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………

Telephone (Home) …………………………………….……………… Work ……………………………..………………………….

E-Mail ……………………………………………………………………….. Mobile ……………………………………….……………..

Where did you see the post advertised? ……………………………………………………………………….…………………

Are you required to hold a work permit? …………………………………………………………….………………………….

Do you have any needs we should consider to ensure you have a fair interview (e.g. accessible room, signer, interpreter etc)?

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

## Declaration

I declare that the information given on this form is correct to the best of my knowledge

Signed ………………………………………………………………………..………….. Date …………………………………………...

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Application Number

**Section 2**

Current employment - including voluntary work and time spent on childcare.

|  |  |  |
| --- | --- | --- |
| **Employer / Place of work** | Position | **Dates** |
|  |  |  |

# Section 3

|  |  |  |
| --- | --- | --- |
| **Employer / Place of work** | Position | **Dates** |
|  |  |  |

Previous employment / workshops offered by you. (Including voluntary work and time spent on childcare).

# Section 4

Education details. Please include any relevant qualifications and training courses.

|  |  |  |
| --- | --- | --- |
| **School / College**  **(including part time, adult education courses and short courses)** | Qualifications / Grades **(If applicable)** | **Dates** |
|  |  |  |

**Section 5**

Supporting information

Using the person specification, please give details of any experience that you feel is relevant to the job or any information you think may assist us in deciding your suitability for the job. Continue on a separate page if necessary.

# Section 6

**Referees –** please give the names of two people who would be willing to give you a reference. (These should, if possible, include a previous employer and not be relatives)

Name …………………………………….

Address ………………………………….

………………………………………….……………………………………………….

Tel No ……………………………………

Email ……………………………………..

Name …………………………………

Address ……………………………….

………………………………………….………………………………………….

Tel No …………………………………

Email …………………………………..

May we take up these references before the interview? YES / NO

May we keep your application on file for up to 6 months? YES / NO

Please return the completed form to the office by email to [tina@childrensscrapstore.co.uk](mailto:tina@childrensscrapstore.co.uk).

Or by post to Tina Hunt, Children’s Scrapstore, Scrapstore House, Sevier Street, St Werburghs, Bristol, BS2 9LB by **12pm midday on** **Friday 9th June 2023.**

You will be contacted by phone or e-mail shortly after the closing date if you are selected for interview.

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