



Application For Employment

Post Applied For:

Business Unit:

Windmill After School Club

Ref No:

Closing Date:

Completed application forms to be returned to

Care of Manager
WASC

Windmill Primary School, Headington, Oxford,
OX3 8NG

Alternatively, mail to: management@windmillasc.co.uk
Tel: 07817792244

This form should be completed in black ink, black ballpoint pen or be typewritten.

POST TITLE		OFFICE USE ONLY		
PERSONAL DETAILS		REF NO:		
		SL	IV	APP
SURNAME / FAMILY NAME: (in BLOCK letters)		PREFERRED TITLE:		
FORENAMES:				
ADDRESS:				
TELEPHONE:		MOBILE:		
EMAIL ADDRESS:		NI NUMBER:		
(PLEASE TICK)		I AM OVER 17 YEARS OLD?		
EDUCATIONAL, TECHNICAL/PROFESSIONAL QUALIFICATIONS				
SCHOOLS / COLLEGES ATTENDED		QUALIFICATIONS		
		SUBJECT	GRADE	
PLEASE STATE ANY TECHNICAL / PROFESSIONAL QUALIFICATIONS, RELEVANT TRAINING RECEIVED OR COURSES ATTENDED (WITH DATES):				

EMPLOYMENT HISTORY

PRESENT EMPLOYER, IF ANY	CURRENT POSITION:		SALARY
	START DATE:	NOTICE PERIOD REQUIRED:	
	PREVIOUS EMPLOYERS, IF ANY (PLEASE LIST YOUR MOST RECENT EMPLOYMENT FIRST)	POSITION HELD	FROM

CRIMINAL CONVICTIONS

Applicants who are invited to attend an interview will be required to declare any convictions relevant to the post for which they are to be interviewed. In most cases convictions deemed 'spent' under the Rehabilitation of Offenders Act 1974 (ROA 74) need not be disclosed.

Certain posts are exempt from the ROA 74 in order to increase safeguards for children and vulnerable adults. If you are applying for a post which is exempt from the ROA 74 you will be required to give details of all cautions, reprimands or final warnings as well as convictions whether 'spent' or 'unspent'. If the post you are applying for is exempt, it will be specified in the job details for the post, which have been issued with this form. Successful candidates for exempt posts will be subject to a criminal record check (disclosure) before an appointment is confirmed. The level of disclosure required for the post is specified on the job details.

PLEASE ALSO GIVE DETAILS OF ANY VOLUNTARY OR COMMUNITY WORK YOU HAVE BEEN INVOLVED WITH

DETAILS OF EXPERIENCE, TRAINING, OR OTHER MATTERS TO SUPPORT YOUR APPLICATION

It is essential that in your application you give evidence or examples of your proven experience in each of the selection criteria listed in the person specification. Please continue on a separate sheet if necessary. **CVs will not be accepted.**

JOB SHARING

In general, all full-time posts can be job shared and applicants will be considered on the same basis as those wishing to work full-time.

Do you wish to job share? (Not applicable to part-time posts)

REFEREES

Please give name, address, email and telephone number if possible, of two referees who must not be related to you, to include present or most recent employer (or head teacher if you are a school leaver). Please also state preferred title of your referee.

1. NAME:

2. NAME:

TEL:

Email:

Tel:

Email:

May we contact this referee prior to interview if you are shortlisted?

May we contact this referee prior to interview if you are shortlisted?

In what capacity do you know this person?

In what capacity do you know this person?

I hereby confirm that the particulars stated on this application form are to my knowledge true and correct.

SIGNATURE:

Blank