

**APPLICATION FOR EMPLOYMENT KYSON PLAYGROUP /  
KYZONE KIDZ  
(CONFIDENTIAL)**

This Application form is an integral part of our selection procedure. It has been designed to enable you to give a meaningful written representation of yourself and your career interests. Please complete the form as accurately as possible in black ink, but if sections do not apply, leave them blank.

**POSITION APPLIED FOR:**

**PERSONAL DETAILS:**

Mr/Mrs/Ms/Miss:                      Surname:    Forenames:

Address:

Post Code:

Telephone Number (including code):

Do you have access to a car/dedicated Driver?    YES/NO

Work:

Driving License details:

Home:

Endorsements:

Other:

Email address:

Is your ability to perform the particular job for which you are applying limited in any way?                      YES/NO

If yes, how can we overcome this?

Are you legally eligible to for employment in the United Kingdom?	YES/NO
Do you require a work permit to work in the United Kingdom	YES/NO

<b>REFEREES</b> – Do you wish to be approached before referees are contacted?	YES/NO
Please give detail of <b>two</b> referees. If you have been employed within the last five years, one of these must be an employer.	
Name.....	Name.....
Address.....	Address.....
.....	.....
.....	.....
Telephone No:.....	Telephone No. ....
Status:.....	Status:.....

**\* These questions need only be answered if the job you are applying for involves travel as part of the daily duties.**

**EDUCATION, TRAINING, QUALIFICATIONS AND EXPERIENCE**

* Secondary Education (Exams Taken and results obtained)	From	To	Qualifications Gained
Other Courses attended / skills obtained which you consider relevant to the position applied for:	From	To	Qualifications/Skills Gained

**\* Please only list information which you consider relevant to the position applied for.**

**EMPLOYMENT AND CAREER HISTORY****CAREER HISTORY** (most recent post first)

Name and address of employer and nature of business	From	To	Brief description of position held and responsibilities	Reason for leaving

**CONVICTIONS**

*NB: If you are applying for a job supervising, caring for, or otherwise connected with children, the elderly, those suffering from mental disorder, serious illness, dependency on alcohol or drugs, the blind, deaf or dumb or those who are substantially and permanently handicapped by illness, injury or congenital deformity, you must always declare any conviction for a criminal offence as the protection offered by the Rehabilitation of Offenders Act 1974 does not apply. For other jobs only those convictions which are not "spent" need be declared.*

Details of convictions (state "none" if appropriate)

**SUPPORTING STATEMENT – Reasons for applying for this post**

Please use this page to write a statement supporting your application. Give details of your interest in the post and show how your experience, skills and training – gained both in and outside paid work, and through study relate to the position. You may continue on separate sheets which should be attached to the back of the application.

**DECLARATION**

To the best of my knowledge the information I have given is correct. I understand that giving false information or omitting to give relevant information could disqualify my application and, if I am appointed, could lead to my instant dismissal.

**SIGNATURE OF APPLICANT:**

**DATE:**

**FOR OFFICE USE ONLY.** Short-listed for Interview: YES/NO If No, brief reason: