

Out of School Club Application Form

Post applied for **[insert job title here]**

Personal details *(please write in block capitals)*

Full name:	
Address:	Daytime contact number:
	Home telephone number:
	Email:
Postcode:	Date of birth:
National insurance number:	
Notice period, or date when you would be available to start work:	

Employment history

Please give details of your current or most recent employment first. Include paid and voluntary work.

Start / end date	Employer name and address	Job title	Nature of work

Continue on a separate sheet if necessary.

Education, training and development

Please give details of your education and training, starting with the most recent. Include any formal qualifications or certificates you may hold.

Start / end date	University, college, school or training establishment	Qualification or course details	Grade

Personal statement

Please state why you think you are suitable for this job. Give examples where appropriate and ensure that you address the points covered in the job description. Continue on an additional sheet if necessary.

References

Please give the contact details of two people who are willing to provide references regarding your suitability for the post. One must be your current or most recent employer.

First referee: Present / most recent employer	Second referee
Name: Address: Email: Telephone: Relationship to applicant:	Name: Address: Email: Telephone: Relationship to applicant:

Can we approach your referees prior to interview? Yes / No

Criminal convictions

Due to the nature of this post and the law relating to it, you must disclose all criminal convictions and cautions. It is a condition of any subsequent employment that you have done so. Failure to disclose a conviction or caution could result in dismissal or disciplinary action.

Any information that you supply will be dealt with on a confidential basis. [Out of School Club](#) will only take into account when considering your application those convictions or cautions relevant to the nature and purpose of the post for which you are applying.

The post is subject to a satisfactory Criminal Records Bureau Disclosure being obtained for the successful applicant.

Declaration

I have read and understood the above statement. If I have any convictions or cautions to declare I will supply details of them at the time of application to [Out of School Club](#) at the address shown below:

I further certify that the information contained on this application form is accurate and true

Signed: Date:

Please return this form to [\[insert address\]](#).

The closing date for applications is [\[insert date\]](#). Interviews are planned for [\[insert date and am/pm\]](#)

If you receive no further communication within 6 weeks of the closing date please assume that your application has been unsuccessful. Thank you for your interest in the post.