

# Application Form

Please complete this form and return to:-

Mark Lenihan  
Wild 'n' Wacky Ltd  
Unit 5 Mill Court  
Edinburgh Gate  
Harlow CM20 2JA



**Please ensure this form is completed either electronically or in black ink. Illegible applications will not be considered.**

Position applied for

How did you hear about this vacancy?

## Section 1 : Personal Details

Surname

First Name(s)

Contact Address

Daytime Telephone Number

E-mail

Date of Birth

Marital Status

Sex

Do you hold a full driving licence?

Please give details of any endorsements on your driving licence

Do you have permission to work permanently in the UK?

Yes / No *(delete as appropriate)*

Have you ever been convicted of a criminal offence?

Yes / No *(delete as appropriate)*

If yes, please provide brief details and attach further information to this form

Do you consider yourself to be in good health?

Yes / No *(delete as appropriate)*

Hobbies and Interests

## Section 2 : Current Employment Details

Please use the space below to tell us about your current position. Other positions held with this employer can be provided in Section 3.

Current Employer

Employer's Address

Date Started

Current Position Held

Current Salary

Please give brief description of your duties

Notice Period

### Section 3 : Previous Employment Details

Please use the space below to provide information about your previous employment history including other positions held with your current/most recent employer.

Dates (from - to)	Employer's Name and Address	Job Title and Description of Key Responsibilities and Achievements

#### **Section 4 : Education and Qualifications**

Please provide details below of nationally recognised academic and vocational qualifications you have gained.

Dates (from - to)	Name and Address of School/College/Institution	Qualification	Grade/Level Awarded

#### **Section 5 : Other Relevant Training (including any short courses)**

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#### **Section 6 : Membership of Professional Organisations**

Organisation	Type of Membership	Date Joined

## **Section 7 : Personal Statement**

In no more than 500 words, please use the space below to explain why you are suitable for this post. You should be aware that this section is the main shortlisting tool.

## Section 8 : References

Please give the names and full contact details of two referees (not relatives), one of which must be your current or most recent employer (if you have work experience). Please note that no appointment will be confirmed until satisfactory references are received.

### Reference 1

Name	
Job Title	
Organisation (if applicable)	
Address	
Telephone Number	
Fax Number	
E-mail	

### Reference 2

Name	
Job Title	
Organisation (if applicable)	
Address	
Telephone Number	
Fax Number	
E-mail	

Do we have your permission for your references to be taken up before an interview

Yes / No *(delete as appropriate)*

## Section 9 : Declaration

I declare that the information I have given is, to the best of my knowledge, true and correct. I understand that canvassing or giving false information will disqualify my application or, if discovered after appointment, may be grounds for dismissal.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Equal Opportunities Monitoring

The information in this section will help us to monitor recruitment. Please note that the information you provide is not used in the selection process (provided you meet the requirements detailed in the job description and person specification).

## Personal Details

Name	<input type="text"/>
Position Applied For	<input type="text"/>
Date of Birth	<input type="text"/>
Sex	Male / Female <i>(delete as appropriate)</i>

## Disability

The Disability Discrimination Act 1995 defines a disability as “a person with a physical or mental impairment which has a substantial effect on day-to-day activities”.

Do you consider yourself to have a disability under the terms of the Disability Discrimination Act?	Yes / No <i>(delete as appropriate)</i>
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If yes, please provide details of your disability (use a separate sheet of paper if necessary)	<input type="text"/>
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Please provide details of any adjustments that may be required to the workplace and/or the duties and/or any equipment you would need to help you perform the role	<input type="text"/>
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## Ethnic Background

Please tick the appropriate box below that describes your ethnic origin:-

Asian or Asian British	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Black or Black British	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>	Other Black background	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
White British	<input type="checkbox"/>	White Irish	<input type="checkbox"/>	White other	<input type="checkbox"/>