

# Application Form

Please complete this form and return to:-

Centre Manager 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.**

## Section 1 : Personal Details

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| Position applied for |
| How did you hear about this vacancy? |

|  |  |
| --- | --- |
| Surname |  |
|  |  |
| First Name(s) |  |
|  |  |
| Contact Address |  |
|  |  |
| Daytime Telephone Number |  |
|  |  |
| E-mail |  |
|  |  |
| Date of Birth |  |
|  |  |
| Marital Status |  |
|  |  |
| Sex | Male / Female *(delete as appropriate)* |
|  |  |
| Do you hold a full driving  licence? | Yes / No *(delete as appropriate)* |
|  |  |
| 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)* |
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| Hobbies and Interests |  |

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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.

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| 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)

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 |

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Reference 2

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

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| 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 |  |
|  |  |
| Position Applied For | |
|  | |
| Date of Birth |  |
|  |  |
| Sex | Male / Female *(delete as appropriate)* |

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”.

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| --- | --- |
| Do you consider yourself to have a disability under the terms of the Disability  Discrimination Act? | Yes / No *(delete as appropriate)* |
|  |  |
| If yes, please provide details of your disability (use a separate sheet of paper if necessary) |  |
|  |  |
| 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 |  |

## Ethnic Background

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Asian or Asian British |  | Indian |  | Pakistani |  |
| Bangladeshi |  | Black or Black British |  | Caribbean |  |
| African |  | Other Black background |  | Chinese |  |
| White British |  | White Irish |  | White other |  |