Zac’s Club Limited

After School Club at Riccall



**JOB APPLICATION FORM**

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| --- | --- |
| Post Applied for:  Closing Date: | Applicant’s preferred working hours: |
| Please write in capital letters in black ink or type. Please do not include a CV. | |

Please refer to the accompanying guidance notes when completing your application

PERSONAL DETAILS:

|  |  |
| --- | --- |
| Surname: | Forenames: |
| Previous surname (if any): | |
| Address:  Postcode: | Telephone:  Home:  Business:  Mobile:  Email:  Please indicate preferred contact method: |
| Please state where you saw the job advertised: | |

GENERAL:

Are there any adjustments that may be required to be made should you be invited for interview? If so please state here:

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes No If yes, please provide details:

If you are successful in your application would you require a work permit prior to taking up employment?

Yes No

**EDUCATION AND QUALIFICATIONS**:

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary Education : | | | |
| Subject: | Qualification: | Grade: | Year Obtained |
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| --- | --- | --- | --- |
| Further Education/Vocational/Professional Qualifications held: (continue on a separate sheet if necessary) | | | |
| Subject: | Qualification: | Grade: | Year Obtained: |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Qualifications currently being studied | | |
| Method of Study | Level | Examination Date |
|  |  |  |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Membership of Professional Bodies | | | | |
| Institute | Grade of Membership  Membership Number | Enrolment date | Examination date | Expiry date |
|  |  |  |  |  |
|  |  |  |  |  |

**PRESENT OR MOST RECENT EMPLOYMENT:**

Name of Employer:

Address:

Telephone number:

Post Held: Grade:

Date of Appointment: Salary:

Notice Required:

**PREVIOUS EMPLOYMENT (most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates:  (month/year) | Employers name and address | Position held and Grade | Reason for leaving |
|  |  |  |  |

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

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| --- |
| Please read the job description and person specification carefully, then explain how your knowledge, skills and experience relate to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/community work, spare time activities and training. Please state what qualities you are able to bring to the post, highlighting specific skills, knowledge, abilities or other relevant factors in support of your application including any significant achievements (continue on no more than one additional A4 sheet if necessary, adding your name to each sheet) |
|  |

**REFERENCES:**

Wherever possible references should relate to current or previous employment or alternatively work experience. One referee MUST be from your current or most recent employer OR if in school, college or just completed education, one referee MUST be from school/college (the application will not be pursued without two referees supplied). Zac’s Club Limited reserve the right to request an alternative referee if that is deemed appropriate.

Referees:

Name: Name:

Address: Address:

Tel: Tel:

Fax: Fax:

e-mail: e-mail:

Occupation: Occupation:

I give/do not give permission for my references to be taken up prior to an offer of employment being made. (delete clearly as appropriate)

I declare that the information contained in this application form is correct and understand that I may be requested to show proof of qualifications at the time of interview.

I consent to Zac’s Club Limited recording and processing the information detailed in this application. Zac’s Club will comply with their obligation under the Data Protection Act 1998.

**DECLARATIONS AND CONSENTS:**

Have you ever been convicted of a criminal offence? Yes No

If yes, please give details on a separate sheet (please read the guidance notes before completing this section)

Do you hold a current driving licence? Yes No

Please give brief details of any absences of three days or more which you have had in the last two years due to sickness.

Are there any dates when you would not be available for interview in the near future?

Information supplied on this form will be used to monitor the effectiveness of our practices and procedures, in particular our Equal Opportunities Policy. The monitoring is for statistical purposes only and your personal details will not be identifiable from this process. Zac’s Club Limited will not retain application forms after six months from the date of appointment to the post. These will be destroyed confidentially.

Signature: ………………………………………………………………………………………….. Date:……………………………………………………………..

Please send your completed form to:

Mrs Ruth Newton, Zac’s Club Limited, 22 Mount Park, Riccall York YO19 6QU or email to [ruth@zacsclub.co.uk](mailto:ruth@zacsclub.co.uk)

Applicants who have not heard within 21 days of the closing date are thanked for their application and are asked to assume that it has been unsuccessful on this occasion.

Thank you for the interest you have shown in Zac’s Club. Please ensure that you have paid the correct postage when submitting your application as this may cause a delay in receiving it.

Zac’s Club Limited, Registered office: 3 & 4 Park Court, Riccall Road, Escrick, York YO19 6ED. Company No 10744004 ,

Registered in England and Wales