



APPLICATION FORM

Giant Leap welcome both male and female applications from all sections of the community irrespective of marital status, age, sexual orientation, disability, race, colour, nationality, religious beliefs or ethnicity.

PERSONAL DETAILS

First name(s):

Surname:

Title:

Address:

Postcode:

Home telephone number:

Mobile number:

Date of Birth (optional info):

Email address:

Position applied for:

PRESENT EMPLOYMENT OR LAST EMPLOYMENT IF NOT CURRENTLY EMPLOYED

Job title:

Name and address of employer:

Date of appointment:

Date of leaving (if not currently employed):

Period of notice required:

Please give a brief description of your major duties and responsibilities:

Employment History

Please indicate whether your post was part-time or full-time

From – To	Job title	Employer	Brief details of duties

Please continue on a separate sheet if necessary

EDUCATION/TRAINING/QUALIFICATIONS

Candidates will be requested to provide proof of education/training/qualifications

School / College / Institution	From	To	Qualification gained
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Please continue on a separate sheet if necessary

Please also list any other relevant training and qualifications e.g. First Aid, Safeguarding Children, SEN, Behaviour Management, Food Hygiene etc.

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Hobbies and Interests:

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Do you hold a clean driving licence? YES NO

National Insurance Number:

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ABILITIES, SKILLS, KNOWLEDGE & EXPERIENCE

Please give your reasons for applying for the post, indicating how you meet the person specification and detail any additional information in support of your application.

Please continue on a separate piece of paper if necessary

REFERENCES

Please give the names and addresses of two people, not relatives, one of whom should be your present employer (or last employer if not currently employed) who can comment on your suitability for this post.

Name:

Name:

Address

Address:

Telephone number:

Telephone number:

Job title:

Job title:

Relationship:

Relationship:

May we make contact with this referee prior to interview? – Yes / No

May we make contact with this referee prior to interview? – Yes / No

In accordance with the Equality in Employment Statement, disabled candidates will be treated fairly and on the basis of merit only.

Please answer the following:

Do you consider yourself to have a disability? Yes No

Would the provision of any aids or modifications assist you in carrying out the duties of the post?

Is there any provision you require if invited for interview?

Please give details of any known medical condition which may be relevant or which may prevent you from giving effective, continuous service:

DISCLOSURE AND DECLARATION

Have you ever been dismissed from a post because of misconduct or resigned whilst disciplinary action has been taken against you? Yes/No

If so, and you consider it relevant to the post for which you are applying, please give further details on a separate sheet of paper.

You are required to declare any criminal convictions or cautions even those considered "spent". A criminal record does not necessarily preclude anyone from employment and each case will be considered on its merits. Failure to declare convictions/cautions however will be considered gross misconduct if you are employed.

Do you have any criminal convictions/cautions Yes _____ No ___

If Yes, please provide details below with dates:

Information on this form may be held on manual or computer systems and is subject to the provisions of the Data Protection Act 1984.

I declare that the information given on this application is to the best of my knowledge true and complete.

I accept that if I am successful, a check is required by the criminal records bureau before my appointment will be confirmed.

Signed:

Date: __ / __ / __

Please return completed and signed form in an envelope marked 'CONFIDENTIAL' per post to:

Dr. Domenica Hume
Giant Leap Childcare and Learning Centre
Coal Clough House
Coal Clough Lane
Burnley, Lancashire
BB11 4NJ

You may also enclose your own CV should you wish.