**Application for Employment– Horizon Childcare**

**Position applied for: …………………………………….**

**Date** **of application**: ……………………….…………..

**Full name:** …………………………………………….………………………………………

**Preferred gender identification:** …………………………….…………………

**Address :** ……………………………………………………………………………………………

……………………………………………………………**Postcode: ……..**...…….………………

**Tel number:**  ………………..………… **Mobile number:**  ……………….…………………

**Date of birth:**  ………………..… **Email address**: ………………….………………………….

**Employment desired:**

 🞎 Full Time

 🞎 Part Time

**When you would be available to work from**: …………………………………….

**Upcoming holidays you have booked:** ……………………………………………………….

**National Insurance Number:** …………………………………………..…….

Do you need a permit/visa to work in the UK? **YES/NO**

If yes, Please state your permit/visa type

…………………………………………………………………………………………………………

**Educational Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Schools/Colleges** | **Qualifications Gained** | **Grade** |
|  |  |  |  |

**Professional Qualifications:**

Please tick and date if current

Infant First Aid Date:

Food Hygiene Date:

Safeguarding Children Date:

Health and Safety Date:

COVID-19 training Date:

Other ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

If you hold any further NVQ’s or qualifications please state:

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Organisation** | **Qualifications Gained and Level** | **Grade** |
|  |  |  |  |

**Employment History:**

Please include details of your most recent employment and working backwards.

First Present/Previous Employer:

……………………………………………………………………………………………………………

Address: …………………………………………….……………………………………………………………..……………………………………………………………………………………………………………

Postcode: ………………………. Tel number: ………………………………………………..

Start date: ………………………… Leave date: ………………………………………

Reason for Leaving: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Next previous employer:

……………………………………………………………………………………………………………

Address: …………………………………………………………………………………………………………………………………………………………………………………………………………………………

Postcode: …………………..…. Tel number: …………………………………………………..

Start date:………………………… Leave date: ……………………………………………

Reason for Leaving: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Next previous employer:

……………………………………………………………………………………………………………

Address:

…………………………………………………………………………………………………………………………………………………………………………………………………………………………

Postcode: ………………………. Tel number: …..……………………………………………..

Start date: ………………………… Leave date:………………………………………………

Reason for Leaving: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**If there are any other relevant positions you feel we should know about, please list on a separate sheet of paper.**

If you are offered this position, will you continue to work in any other capacity? **YES/NO**

If yes, please give details …………………………………………………………………………………………………………………………………………………………………………………………………………………………

**REFERENCES**

**WORK**

Present/Previous Employer Previous Employer

Name: …………………………………. Name: ……………………………………….

Position: …………………………………… Position: ………………………………….......

Address: …………………………………… Address : ………………………………………

……………………………………………… …………………………………………………..

……………………………………………… …………………………………………………..

Postcode: ……………………………… Postcode: ……………………………………

Tel number: …………………………….. Tel number: …………………………………….

Email: …………………………………… Email: ……………………………….………….

**PERSONAL**

(Not a member of family, a friend you must have known for two years or more)

Present/Previous Employer Previous Employer

Name: …………………………………. Name: ……………………………………….

Address: …………………………………… Address : ………………………………………

……………………………………………… …………………………………………………..

……………………………………………… …………………………………………………..

Postcode: ……………………………… Postcode: ……………………………………

Tel number: …………………………….. Tel number: …………………………………….

Email: …………………………………… Email: ……………………………….………….

Before any employment is offered, the references given will be followed up. Also a DBS check will be made, do you object to this? **YES/NO**

Before we carry out this DBS check, have you any spent or un-spent convictions/cautions that you need to tell us about that will show up on the DBS?

 **YES/NO**

If yes, please give details …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Please write a short resume about yourself such as hobbies, your journey so far and your aspirations in your working career:**