

# **EMPLOYMENT APPLICATION**

## **Thurrock Christian Fellowship and Treasure Children Forever Nursery & Pre-School**

Registered Charity Number 297569

**Private & Confidential**

Please complete this form in **Black Ink**

<b>1</b>	<b>Application for appointment as</b>		
Post Title		Location	
<b>2</b>	<b>Personal Details</b>		
Surname & Title <small>Mr / Mrs / Miss / Ms / Rev</small>		First Name (s)	
Former Names (s)		Date of Birth <small>Day/Month/Year</small>	
Home Address		Home Telephone	Work Telephone
		Mobile Telephone	Fax Number
Postcode			
If you would like us to communicate with you via Email please provide your address:			
<b>3</b>	<b>Current Post</b> (Or most recent Employment)		
Establishment / Business Name		Employed From <small>Day/Month/Year</small>	Date Left <small>Day/Month/Year</small>
Full Address		Telephone No.	Notice Period
		Email	
Postcode		Post Title	Salary
Brief Outline of Duties			

4 Previous Employment					
Employers Name & Full Address	Exact Start/ End Dates	Job Title & Brief Details (Nature of your work)	F/T or P/T	Salary	Reason For Leaving

5 Secondary & Further Education (Subjects passed with Grades e.g. O/A Level / GCSE / GNVQ)				
School Attended			Date Started & Left	
Subjects Taken (Most recent first)	Awarding Body	Grade Achieved	Date	

College Attended		Date Started & Left	
Subjects Taken (Most recent first)	Awarding Body	Grade Achieved	Date

**6 Higher Education** (Qualifications e.g. Degree / Certificate / Diploma, etc)

Place of Study	Exact Dates Attended	Main Subject	Subsidiary Subject (s)	Qualification Gained Including Class

**7 Other Relevant Training Courses / Developing Activities**  
(Attended in the last 5 Years)

Course Details	Date Attended

<b>8</b>	<b>Professional Qualifications</b>
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Qualification Details	Date Obtained

<b>9</b>	<b>Supporting Statement</b>
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As part of your employment application you are requested to set out relevant information in support of your application. This should demonstrate how you consider you are able to fulfil the requirements of the job description for the post you are applying for. Please continue on a separate sheet if necessary.

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<b>10</b>	<b>Leisure Activities &amp; Interests</b>
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Please give brief details of your recreational or any other interests that you may consider to be relevant to the post that you are applying for.

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<b>11</b>	<b>Health</b>
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How many periods of sickness have you had over the past two years?	
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How many working days has this amounted to?	
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If more than 5 days in any one period please explain reasons below.

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<b>12</b>	<b>References</b>
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You must supply full address and contact details for your references. Reference A must be your current or most recent employer, Reference B may be a character reference from someone whom has known you for over 5 years.

If you are a University or College leaver then Reference A must be your Course Tutor and Reference B may be someone whom has known you for over 5 years.

Referees may not be family members, partner, or anyone living in your household.

<b>A</b>	Employment Reference	Character Reference	<b>B</b>	Employment Reference	Character Reference
	Referees Name			Referees Name	
	Contact Address			Contact Address	
	Postcode			Postcode	
	Telephone No.			Telephone No.	
	Email Address			Email Address	

<b>13 Asylum and Immigration Act 1996</b>			
Do you have the legal right to live and work in the UK?		Yes	No
Please give your National Insurance Number			
If you are invited to interview you will need to bring with you evidence of your legal right to live and work in the UK. Your passport, birth certificate, or confirmation of your National Insurance Number, are acceptable documents.			
<b>14 Equal Opportunities</b>			
We aim to ensure that people are recruited, selected, employed, trained and promoted on their abilities for the job.			
<b>15 Disclosure of Criminal Convictions</b> (please read carefully)			
If the position that you are applying for provides access to children, young people and/or vulnerable adults then this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.			
You must disclose at the time of application all criminal convictions, bind-over's or cautions, including any that may be 'spent', under the Rehabilitation of Offenders Act 1974.			
In the event of employment failure to disclose any such convictions, bind-over's or cautions, including any that may be 'spent', could result in dismissal or disciplinary action.			
<u>Please enclose full details and dates of all criminal convictions, bind-over's or cautions, including any that may be 'spent' in a sealed envelope and attach it to this form.</u>			
If offered the post you will be required to give your consent for us to undertake an Enhanced Criminal Records Bureau Disclosure to identify whether any record, criminal conviction partial or full debarring or restriction from working with children, young people and/or vulnerable adults.			
<b>16 Declaration</b>			
I have read and understood Section 15 'Disclosure of Criminal Convictions'		Yes	No
I have disclosures as documents in Section 15 'Disclosures of Criminal Convictions' and enclose details with dates in a sealed envelope attached to this form		Yes	No
I understand that if I am offered this post I will be required to give my consent for an Enhanced CRB disclosure to be undertaken.		Yes	No
I certify that to the best of my knowledge, the information I have entered is true, and I understand that any false information or failure to disclose may result in a withdrawal of offer of employment, or in the event of employment, result in dismissal or disciplinary action.			
Applicants Signature		Date	

The purpose for collecting your personal details on this form is to allow TCF to process your job application. Once the form has been completed TCF will store the details on a computer database and will also be held in manual form within Human Resources. Access to the information provided will be on a strictly need to know basis.

Please complete and return this form to:

**Human Resources, Thurrock Christian Fellowship, 2-4 Chase Road, Corringham, Essex, SS17 7QH**  
**Tel: 01375 641867; Fax: 01375 671655; Email: tcfadmin@thurrockcf.org.uk Web: www.thurrockcf.org.uk**