



Knutz Out of School Club

Job Application Form

Please complete this form in type or black ink. Answer all questions in the boxes provided.

POST APPLIED FOR _____

Personal details

Full Name:	
Address:	Daytime contact number:
	Home telephone number:
Postcode:	Email:
National Insurance number:	
Notice period or date when you would be available to start work:	

Employment history

Please give details of your current or most recent employment first. Include paid and voluntary work. Continue on an additional sheet if necessary.

Start date & End date	Employer name and address	Job title	Nature of work



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Education, training and development

Please give details of your education and training, starting with the most recent. Include any formal qualifications or certificates you may hold. Continue on an additional sheet if necessary.

Start date & End date	University, College, School or training establishment	Qualification or course details	Grade

Personal Statement

Please state why you think you are suitable for this job. Give examples where appropriate and ensure that you address the points covered in the job description. Continue on an additional sheet if necessary.



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References

Please give the contact details of two people who are willing to provide references regarding your suitability for the post. One must be your current or most recent employer.

First referee: Present / most recent employer	Second referee
Name:	Name:
Address:	Address:
Email:	Email:
Telephone:	Telephone:
Relationship to applicant:	Relationship to applicant:

Can we approach your referees prior to interview? Yes / No

Criminal Convictions

Due to the nature of this post and the law relating to it, this post is exempt from the Rehabilitation of Offenders Act. You must disclose all criminal convictions, cautions, court orders, reprimands, final warnings or pending cases that would not be filtered, in line with current guidance. It is a condition of any subsequent employment that you have done so. Failure to disclose any such information could result in dismissal or disciplinary action. Any information that you supply will be dealt with on a confidential basis. When processing your application, Knutz Out of School Club will only consider those convictions, cautions, court orders, reprimands, final warnings or pending cases relevant to the nature and purpose of the post for which you are applying.

The post is subject to an enhanced DBS disclosure for a regulated activity being obtained for the successful applicant which is satisfactory to Knutz Out of School Club. We will require full sight of the DBS certificate, and if appropriate, we will also check your status online via the DBS Update Service.

Declaration

I have read and understood the above statement. If I have any convictions, cautions or pending cases to declare I will supply details of them at the time of application to Knutz Out of School Club to lesley@knutzclub.co.uk.

Signed: _____ Date: _____

Please e-mail your completed form to lesley@knutzclub.co.uk

Or post to Knutz Club, 23 Tudor Avenue, Watford, WD24 7NU



Privacy Notice

The personal information that we collect about you is used only to process your job application and to meet the relevant requirements of employment and childcare legislation. Our legal basis for processing your personal information is to fulfil our legal obligations as an employer and childcare provider.

Your information is kept secure during the selection process. We will use the contact details you give us to contact you in connection with your application.

- If you are not invited for interview your personal data will be erased within 14 days of the closing date.
- If you are invited for interview but not selected for the post, your personal data will be erased within 28 days of the interview date.
- If your application is successful, this application form and other information relating to your appointment will be kept in your staff file for the duration of your employment. Full details will be given in the Staff Privacy Notice when you commence employment with us.