New Era Enterprises Ltd – Chapel Annexe, Chapel Place, off Hammerton St, Burnley, BB11 1LE

Tel: 01282 435302

Job Applied For: Casual Crèche Worker

Please return to New Era Enterprises

**PLEASE FILL IN THE BOXES *(please use a black pen)***

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Full Name | Ms |
|  |  |

|  |
| --- |
| Address for Correspondence |
|  |
|  |
|  |
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|  |  |  |
| --- | --- | --- |
| Telephone Number | Home |  |
|  | Mobile |  |
| Email |  | |

**2. CRIMINAL OFFENCES**

Have you any convictions that are not spent under the Rehabilitation of Offenders Act?

YES / NO Delete as appropriate

If yes please give details here.

|  |
| --- |
|  |

A disclosure from the Disclosure and Barring Service will be sought in the event of a successful application.

**P.T.O.**

**3. DISABILITY RIGHTS**New Era Enterprises is aware of its duties under the Disability Discrimination Act to make any reasonable adjustments to reduce or remove any substantial disadvantage which a physical feature of its premises or its employment arrangements causes a disabled job applicant.

Would you comment on any adjustment you think you may need because of the effects of any disability or health condition.

I declare that the information on this form is correct and understand that, if appointed, I will be liable to disciplinary action, including dismissal, should I knowingly give false or misleading information.

Signed Dated

***These first 2 pages will be separated from the following pages before shortlisting to comply with New Era’s Equal Opportunities Policy.***New Era Enterprises Ltd – Chapel Annexe, Chapel Place, off Hammerton St, Burnley BB11 1LE

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Job Applied For: Casual Creche Worker

Please return to New Era Enterprises Ltd, address above.

If you require help filling this form in, telephone 01282 435302 - ***Please fill in the boxes and use a black pen. You may attach a CV if you wish and refer to it under any relevant section.***

**1. EDUCATION**

|  |  |  |
| --- | --- | --- |
| School/College | Subjects/Level | Dates |
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**2. QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| Qualifications and/or examinations passed | Level & Grade | Date |
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**3. SPECIAL TRAINING** - Include any short courses, on-the-job training:

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| --- | --- |
| Date undertaken & Length of Training | Details |
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**4. PRESENT JOB *If you require further space please add information at the end in section 9***

|  |  |
| --- | --- |
| Name of Employer |  |
| Address of Employer |  |
|  |  |
|  |  |
| Job Title |  |
| Salary |  |
| Brief Description of duties and skills:- | |
|  | |
| Date of Appointment |  |
| Notice Required |  |

**5. PAST WORK** Please give details of past work you have undertaken. This can include paid work, voluntary work or work at home. Start with the most recent. Please include the tasks involved. ***If you require further space please add information at the end in section 9.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job 1  Title |  | | Employer |  | |
| Date started | |  | | Date left |  |
| Duties & Skills involved:- | | | | | |
|  | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job 2  Title |  | | Employer |  | |
| Date started | |  | | Date left |  |
| Duties & Skills involved:- | | | | | |
|  | | | | | |

**6. REFERENCES** Please give the name and address of two referees. Please include your present, or most recent, employer.

|  |  |
| --- | --- |
| 1. | 2. |
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Please tick this box if you do not wish your referees to be approached without your permission.

**7. DRIVING LICENCE** Do you hold a current driving licence? YES/NO *(Delete as appropriate)*

**8. ADDITIONAL INFORMATION**

**Please address requirements stated in the Person Specification**. Please include details of duties and responsibilities of your present and previous employment, including any voluntary employment, any skills and experience relevant to the post you have not mentioned above, and any other information which you feel may be helpful to your application..  ***Please use an additional sheet if necessary.***