



**Fair Play Barnet. Making Life Better with Play.**

## **Fair Play Barnet**

### **Job Application Form**

Thank you for applying to work with us. We would like to make your application as easy as possible, so if you need help completing this form or if you have any feedback, please contact us.

Ensure that you complete all the required fields as clearly as possible. You may additionally submit your CV with this application, but it is not essential to do so.

*\* indicates mandatory field.*

#### **About the job you are applying for:**

\*Give the full title of the job or jobs that you are applying for.

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#### **About you:**

\*Title: (Mr/Mrs/Miss/Ms) \_\_\_\_\_

\*All Forenames: \_\_\_\_\_

\*Surname: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

\*Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

\*Town: \_\_\_\_\_

\*County: \_\_\_\_\_

\*Postcode: \_\_\_\_\_

\*Daytime Telephone: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*UK National Insurance No: \_\_\_\_\_

\*Are you a UK, EC or EEA National?  Yes  No

If not, do you have any evidence of entitlement to enter and work permanently in the UK?

\*Date available to start if offered the post: \_\_\_\_\_

**Education, Qualifications & Experience:**

Tell us about your school/college/university?

Establishment	From	To
_____	_____	_____
_____	_____	_____

Thinking about your education, what grades/awards did you achieve?

Subject/Qualification	Place of study	Grade	Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What other experiences have you had that are relevant to this application? This may include voluntary or unpaid work, community work or experience/skills acquired outside of employment, such as caring for a family member.

Experience	Dates Undertaken
_____	_____
_____	_____

**Current Employment:**

\*Employer's Name: \_\_\_\_\_

\*Employer's Address: \_\_\_\_\_

\*Type of Business: \_\_\_\_\_

\*Your Job Title: \_\_\_\_\_

Telephone No: \_\_\_\_\_

\*Start Date: \_\_\_\_\_

\*Reason for Leaving: \_\_\_\_\_

**Previous Employment:**

Please list posts in date order.

Employer	Your Job Title	Start Date	End Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Training:**

Please tell us about any relevant vocational or professional training, short courses or in-house training that you have undertaken.

Course Title	Training Provider	Duration	Completion
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Personal Statement:**

Please give a brief statement of your reasons for wishing to apply for this post. Show us how you meet the person specification criteria found in the job description. Include details of any other interests, skills or achievements not already mentioned.

\* Please submit a recent CV with your application

## Referees:

We will need to obtain references from two people willing to act as referees for you. One must be your current or most recent employer, or your tutor if you are a student. The other person cannot be a member of your family.

### Referee 1:

\*First Name: \_\_\_\_\_

\*Surname: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*Postcode: \_\_\_\_\_

\*Telephone No: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Relationship: \_\_\_\_\_

\*For how long have you known the referee? \_\_\_\_\_

\*Can this referee be approached prior to interview?  Yes  No

### Referee 2:

\*First Name: \_\_\_\_\_

\*Surname: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*Postcode: \_\_\_\_\_

\*Telephone No: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Relationship: \_\_\_\_\_

\*For how long have you known the referee? \_\_\_\_\_

\*Can this referee be approached prior to interview?  Yes  No

**Declaration:**

I understand that any position offered to me is subject to two satisfactory references, an enhanced Criminal Records Bureau disclosure and Criminal Offences Declaration. I understand that as this position involves substantial access to children and young people the post is considered exempt under the provisions of The Rehabilitation of Offenders Act 1974. I understand that I must inform IPOP of ANY and ALL offences, convictions, bind overs or of any pending court cases I may have.

I certify that, to the best of my knowledge, the information provided on this form is true and accurate. I understand that if any of the information I have supplied on this or any other document is false or misleading it may result in any employment being terminated.

I understand that the information provided on this form may be entered onto a computerised system. I give explicit consent that the information provided by me on this form may be processed in accordance with the Data Protection Act 1998 and authorise the disclosure of personal data when references are taken up. My personal details will not be released to third parties without my consent.

\*I Agree to the above terms

Signed

Date

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Print Name

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