

This application form must be completed in full before it can be considered

PERSONAL DETAILS		
Surname	Forename(s)	
Nationality	Eligibility – do you have the right to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Passport Number:	Place of issue:	Date of issue:
		Date of expiry:
Email	Current address:	Permanent address (if different):
Mobile		
Landline		
Skype		
CENTRE AND AVAILABILITY		
What Centre are you applying for?	When are you available to work?	
Colchester <input type="checkbox"/>	From:	To:
Ipswich <input type="checkbox"/>	Days off needed during this time? (please give reason)	
Woodbridge (residential) <input type="checkbox"/>	(please note we cannot always guarantee to accommodate your request)	
ACADEMIC QUALIFICATIONS		
Qualification/subject	College/University/Institution	Date Completed
ADDITIONAL QUALIFICATIONS (e.g. valid DBS, driving licence, valid life-guarding or first-aid certificate etc. – please give dates)		

EMPLOYMENT HISTORY			
Start with your current/most recent position. You will be asked to explain any gaps.			
Dates	Employer (include country)	Position held	Reason for leaving
Details			
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Details			
Please continue on a separate sheet if necessary			
LANGUAGES			
Mother tongue		Other languages spoken (indicate level)	
HEALTH/DISABILITIES			
Please give details of any medical conditions or disabilities that we should be aware of:			

PERSONAL STATEMENT

Tell us why you are the right person for this job:

REFERENCES

Please provide contact details of **two professional referees**. One should be your current or most recent employer. We check references prior to interview. Please indicate if this is not acceptable to you. **We cannot accept references from personal email addresses.**

Referee one

Name:

Position:

Organisation:

Relationship to you:

Postal address:

Email:

Telephone number:

Referee two

Name:

Position:

Organisation:

Relationship to you:

Postal address:

Email:

Telephone number:

Declaration

Because of the nature of the duties, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. You must therefore declare any criminal convictions, cautions, reprimands, warnings or bind-overs you have ever had and give details of the offences.

Do you have any criminal convictions, cautions, reprimands, warnings or bind-overs? Yes No
If yes, please provide full details. Any information given is treated confidentially.

Do you have a (DBS) Disclosure and Barring Service certificate? Yes No

If yes, when was it issued?

By signing this form, I understand the following:

- An Enhanced DBS will be sought in the event of a successful application.
- I will be asked to explain any gaps in my employment history.
- All references will be followed up before interview and confirmation of appointment is dependent on suitability checks satisfactory to ilh.
- Requests for references will ask specifically if there is any reason why I should not work with children.

The information I have provided on this application form is accurate and complete.

Signature.....Date.....

We are an equal opportunities employer.