



Application Form

Post applied for: Breakfast / After School Sunflower Club Supervisor

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

Employment history- current/most recent employment first	
Name and address of current/most recent employer or college/school	Job Title:
	Start Date:
	Notice Required:
	Date of Leaving (if applicable):

	Reason for leaving:
	Basic Salary:

Name of previous employer:		
Post Held:		
Dates Employed From:	To:	Salary:
Brief details of duties and responsibilities:		
Reason for leaving:		

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Post Held:		
Dates Employed From:	To:	Salary:
Brief details of duties and responsibilities:		

Reason for leaving:

Continue on a separate sheet of necessary

Periods not in employment or training - You MUST account for any gaps in education or training since leaving secondary school

Date		Reason for periods not in Employment or Training	
From	To		

Education, training and qualifications - Start with the most recent first. Continue on a separate sheet if necessary.

To/from mm/yyyy	University, college, school or training establishment	Qualification or course details	Grade

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Personal statement

Please state why you think you are suitable for the job. Give examples where appropriate and ensure you refer to the points covered in the job description. Continue on a separate sheet if necessary

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Referees

Please give the contact details of two people who will 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:
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May 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 or pending cases. It is a condition of any subsequent employment that you have done so. Failure to disclose a conviction, caution or pending case could result in dismissal or disciplinary action.

Any information that you supply will be dealt with on a confidential basis. The Coombes CE Primary Sunflower Club will only take into account when considering your application those convictions or cautions relevant to the nature and purpose of the post for which you are applying.

The post is subject to a satisfactory enhanced DBS (Disclosure & Barring Service) application being obtained for the successful applicant.

The Sunflower Club is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

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 The Coombes C of E Primary Sunflower Club at the address shown below:

I further certify that the information contained on this application form is accurate and true.

Signed: **Date:**

Please return this form to The Coombes C of E Primary School Sunflower Club, School Road, Arborfield, Reading, Berkshire, RG2 9NX or via email to sunflowerclub@coombes.wokingham.sch.uk

If you receive no further communication within 6 weeks of the closing date please assume that your application has been unsuccessful. Thank you for your interest in the post.