

*For office use*

Date Sent:	Date Returned:	Applic.No:
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## APPLICATION FOR EMPLOYMENT

**Please complete this form in your own handwriting  
(sections 2-7 can be covered by a CV)  
Where necessary continue your answers on separate sheets of paper**

Application for appointment as: **L3 Playworker**  
Organisation: **Park Hall Community Association**  
Rate of Pay: **£6.32 per hour /Playschemes & Holiday Clubs rate slightly higher**

### Section 1: Personal Details

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

Forename(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

Post Code: \_\_\_\_\_

Telephone (home): \_\_\_\_\_

Telephone (mobile): \_\_\_\_\_

Telephone (work): \_\_\_\_\_

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

May we contact you at work? Yes  No

Are you authorised to work in the UK Yes  No

This position is exempt from the Rehabilitation of Offenders Act 1974 and an enhanced CRB disclosure is required

Have you ever been convicted of a criminal offence Yes  No

How did you hear about this job? \_\_\_\_\_

**Section 2: Education/Qualifications (including Overseas)**  
**General and Further Education -**  
**(please give earliest first - continue on separate sheet if necessary)**

Dates From - To	Full time or Part Time	Secondary School/College/ University etc.	Examinations taken or to be taken	Date(s)	Results and Grades

**Section 3: Membership of any organisation(s) relevant to the job**

Name of organisation	Type of membership	Date of membership

**Section 4: Training - Please list any course(s) that you have undertaken which are relevant to the job**

Date(s)	Organising Body	Course Title	Length of course

**Section 5: Present or most recent employment (if any)**

Job Title: \_\_\_\_\_ Date Appointed: \_\_\_\_\_

Employer: \_\_\_\_\_ Date left (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Reason(s) for leaving  
(if applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_ Salary: \_\_\_\_\_

**Section 6: Employment History (start with most recent job)**

Date employed	Employer	Job Title	Salary/wage	Reason for change

**Section 7: Other relevant experience (e.g. unpaid/voluntary work relevant to the job advertised)**

\_\_\_\_\_

**Section 8: Other information in support of your application**

Please give examples of your experience and abilities, which will enable you to carry out the main activities of this job.

It is important that you demonstrate your skills, abilities, knowledge and experience with examples - we cannot make assumptions and simply stating that you can fill the criteria will not be considered enough information.

**Section 9: Miscellaneous**

Do you have a first aid qualification?

YES  NO

Number of days absent through illness in the last 2 years?

Number of occasions absent through illness in the last 2 years?

Please let us know if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application:

**Section 10: References** *(One of whom should be your current or most recent employer)*

References will be taken up only following interview.

Reference 1.

Reference 2.

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

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

Position: \_\_\_\_\_

Position: \_\_\_\_\_

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

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

Tel: \_\_\_\_\_

Tel: \_\_\_\_\_

Relationship to you \_\_\_\_\_

Relationship to you \_\_\_\_\_

**Section 11: Declaration**

The information given in this application is, to the best of my knowledge, true and accurate. Falsification of information on the form, or failure to declare all relevant information will result in my application not being pursued or my contract being terminated if I have already been appointed to the job.

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

**Please return the completed form to:**

**Mrs Sally Orritt, Centre Manager  
Park Hall Community Association  
The Broadway North Centre  
Broadway North  
Walsall, WS1 2QA**