

Stanhope House Day Nursery Ltd
114 Regent Road,
Leicester.
LE1 7LT

Job Application Form

Please complete this accurately, giving as many details as possible of your skills and experience relating to the job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the person specification

Please ensure the finished form is printed out, signed, dated and returned by the closing date to the address on this form. We are unable to accept forms returned as e mail attachments without a signature.

Please either type directly in this form using Microsoft Word or print out and complete the form in black ink and **BLOCK CAPITALS**.

Applicants will be treated in the same way whether they are external or internal candidates. Internal candidates should advise their manager that they have applied for another position.

Position applied for:

Job Title:

Where did you see this job advertised?

Applicants details

Title:	Surname:	First Name
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Home Address

Post code

Telephone Numbers (please include full STD code)

Home

Work

Mobile (where possible)

Email address (where possible)

How much notice do you need to give to your current employer?

Employment Record

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post.

Continue on a separate sheet if necessary.

Employer	Position held and description of duties
Reason for leaving	

Education and Training

Start with the most recent and work back. Continue on a separate sheet if necessary.

University, college, school or other place qualification achieved	Course studied and
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Any other evidence to support your application.

For example, experience relevant to the job you are applying for.

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References

1 Phone number	2 Phone Number
Occupation	Occupation

If you require any particular arrangements when attending an interview, please give details.

I confirm that, to the best of my knowledge, the information I have given on this form is correct.

Signature

Date