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| **Glenbank Community Association*****Playgroup Assistant***  |

**Instructions**

Thank you for considering job opportunities at Glenbank Community Association. Please complete all sections on this form and return to info.glenbank@gmail.com

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| **1. PERSONAL DETAILS**

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| --- | --- | --- |
| Surname:  |  | Initials:  |
| Forename: |  |
| Address: | Tel No (home): Tel No (mobile): |
|  | <Postcode> |
| Nationality: |  |
| Email:  |  |
| Do you need a work permit to be employed in the UK? | [ ]  Yes [ ]  No |  |

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| **2. EDUCATION AND PROFESSIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of institution (School / College / University / training provider) | Dates | Subject / Examinations taken | Result / Grade Obtained |
| From | To |
|  |  |  |  |  |
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| Professional Qualifications and training; |

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| **3. PRESENT POST (If applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| Title of Post:  |  | Salary/Grade:  |  |
| Name of Employer:  |  | Business of Employer:  |  |
| Address:<Post Code> | Date Commenced:  |  |
| Date Ended (if applicable): |  |
|  |  |  |
| Please outline your responsibilities: |

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| **4. PREVIOUS EMPLOYMENT**(Please list most recent first. Use continuation sheet if necessary.)

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| --- | --- | --- | --- |
| Title of Post:  |  | Salary/Grade:  |  |
| Name of Employer:  |  | Business of Employer:  |  |
| Address: | Date Commenced: |  |
| Date Ended: |  |
| Reason for leaving:  |  |

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| --- | --- | --- | --- |
| Title of Post:  |  | Salary/Grade:  |  |
| Name of Employer:  |  | Business of Employer:  |  |
| Address: | Date Commenced: |  |
| Date Ended: |  |
| Reason for leaving:  |  |

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| **5. OTHER INFORMATION**

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| If selected for interview, do you require any special arrangements to be made?  | [ ]  Yes [ ]  No  |
| If “yes”, please give brief details; |

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| **6. YOUR SKILLS, EXPERIENCE AND QUALIFICATIONS****In the space provided please indicate;**1. **What skills, knowledge and experience do you bring?**
2. **Do you have a Level 3 Qualification in Leadership for children’s care, Learning and Development or Equivalent?**
3. **Anything further that will aid your application.**

***Please continue on a separate page if necessary*** |

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| **7. REFERENCES**

|  |  |
| --- | --- |
| Referee 1 | Referee 2 |
| Title (Mr, Mrs etc):  |  | Title (Mr, Mrs etc):  |  |
| Full Name:  |  | Full Name:  |  |
| Job Title:  |  | Job Title:  |  |
| Organisation:  |  | Organisation:  |  |
| Address: | Address: |
|  |  |
|  |  |  |  |
| Tel No:  |  | Tel No:  |  |
| E-mail address:  |  | E-mail address:  |  |
| Fax No:  |  | Fax No:  |  |
| Please state if we may obtain this reference prior to interview. | [ ]  Yes [ ]  No | Please state if we may obtain this reference prior to interview. | [ ]  Yes [ ]  No |

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| **8. DECLARATION**

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| I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment. |
| Signature:  |  | Date:  |  |
| Name:  |  |  |
| The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment. |

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