

# APPLICATION FOR EMPLOYMENT

Post Applied for : ...Casual RECREATION ASSISTANT Closing Date : **TUESDAY 01/04/2025 @ 5PM**.....

Facility : \_\_\_\_\_ **WEST MAINLAND LEISURE CENTRE** \_\_\_\_\_

**Please read the guidance notes provided before completing this application form.**

## 1. Personal Information

Surname (*in capitals*) : .....

Forename(s) : .....

Home Address: .....

..... Post Code: .....

National Insurance Number: .....

Mobile Telephone : ..... Home Telephone: .....

E-mail : .....

Are there any restrictions on your entitlement to work in UK ? Yes ☐ No ☐

Do you hold a current driving licence which allows you to drive in the UK? Yes ☐ No ☐

## 2. Referees

Please give details of two persons who are willing to provide references for you. They should be persons who know you (but are not members of your family) and who are qualified to give an opinion about how you are suitable for the job. One of your referees should be your current or most recent employer.

**We will not contact your current employer for a reference unless and until we are prepared to offer the post to you.**

Name .....

Name .....

Address .....

Address .....

E-mail.....

E-mail .....

Telephone.....

Telephone.....

Capacity in which known .....

Capacity in which known .....

### 3. Education/Training

| School / University / College | Dates of Attendance | Qualifications/Courses with grades/results |
|-------------------------------|---------------------|--|
|                               |                     |  |

**Qualifications currently being studied for:**

**Are you a member of a professional or other work related organisation?**

Yes ☐ No ☐

Please give name of professional body, grade of membership and indicate if qualified by exam or otherwise:

**Please list any training and/or development courses you have undertaken which are relevant to this job:** (include relevant in-house training courses)

**4. Current / Most Recent Employment**

|   |                  |
|---|------------------|
| Name and address of employer:               | Date Started:    |
|   | Notice Required: |
|   | Salary/Grade:    |
| Position held, duties and responsibilities: |                  |
| Reason for Leaving:                         |                  |

**5. Previous Employment** (list in order with most recent first)

| Dates<br>From/To |  | Name and Address of<br>Employer and Nature of<br>Business | Job Title<br>Job<br>Function/Responsibilities | Reason for Leaving |
|------------------|--|---|---|--------------------|
|                  |  |   |   |                    |

**6. Suitability and Experience**

Please give your reasons for making this application, relating your qualifications, any voluntary work, experience and personal attributes to the Job Description and Person Specification. *Please continue on a separate sheet if necessary.*

**7. Special Requirements**

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process.

**8. Pre-employment Check for Regulated Work or jobs requiring Basic/PVG**

Please complete and return the enclosed Declaration of Criminal Record form.

**9. Declaration**

I declare that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or my employment terminated.

I understand that the data I have given may be processed by computer, or form the basis of manual records and give consent for my details to be retained in accordance with the UK Data Protection Act 2018.

Signed ..... Date .....

# Pre-employment Check for Regulated Work

## Declaration of criminal record

The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) as amended in 2013

**The job you have applied for involves 'regulated work' with children and is exempt from the Rehabilitation of Offenders Act 1974 (as amended in 2013). To comply with the law we need information from you as a job applicant.**

At interview, any employment offer will be conditional on gaining membership of the **Protecting Vulnerable Groups Scheme (PVG)**.

**Please declare below ALL criminal convictions , both spent and unspent convictions.**

1. Does your name appear on the **list of those who are barred from working with children**? Yes ☐ No ☐

2. Have you ever been convicted of a criminal offence? Yes ☐ No ☐

If yes, please state:

| Date | Offence | Disposal eg. fine |
|------|---------|-------------------|
|      |         |                   |

3. Have you ever been the subject of a caution? Yes ☐ No ☐

If yes, please give details:

4. Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? Yes ☐ No ☐

If yes, please give details:

The information you give will be treated in strict confidence and will be used for this job application only. Personal data is carefully destroyed on conclusion of the recruitment process, unless required for new employee records. All sensitive data is handled in line with current Data Protection Regulations.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will disqualify me from appointment or may render me liable to dismissal without notice.

**Full Name:**

(please print)

**Signature:**

**Date:**

**Job Applied For:**

**CASUAL RECREATIONAL ASSISTANT**

This form should be returned in the envelope provided and SEALED, with your application form.

## CASUAL / RELIEF WORK AVAILABILITY SHEET

Name: .....

Casual Recreation Assistants – West Mainland Leisure Centre - £14.86 per hour inclusive

**Can you please fill this form AND RETURN WITH YOUR APPLICATION PACK IF YOU ARE INTERESTED IN CASUAL WORK. – This will give us an idea how many hours you could do and availability from you (just a rough guide would be fine) Thanks**

**Availability:** Please list below the hours you are generally available for work:

|           | From | To | From | To | From | To |
|-----------|------|----|------|----|------|----|
| Monday    |      |    |      |    |      |    |
| Tuesday   |      |    |      |    |      |    |
| Wednesday |      |    |      |    |      |    |
| Thursday  |      |    |      |    |      |    |
| Friday    |      |    |      |    |      |    |
| Saturday  |      |    |      |    |      |    |
| Sunday    |      |    |      |    |      |    |

**Commitments:** Please list below the hours you are not available for work:

|           | From | To | From | To | From | To |
|-----------|------|----|------|----|------|----|
| Monday    |      |    |      |    |      |    |
| Tuesday   |      |    |      |    |      |    |
| Wednesday |      |    |      |    |      |    |
| Thursday  |      |    |      |    |      |    |
| Friday    |      |    |      |    |      |    |
| Saturday  |      |    |      |    |      |    |
| Sunday    |      |    |      |    |      |    |

I certify that all statements given above are true and correct to the best of my knowledge.

SIGNATURE

DATE