

THE EDINBURGH NURSERY

"PROFESSIONAL CARE FOR THE LITTLE PEOPLE IN YOUR LIFE"

Application for Employment

Position applied for:

Personal Details

Surname:

Initial:

Address:

Telephone No: Home:

Work:

Education – please provide details of your secondary education

School Attended	Subjects Studied	Dates - from/to	Qualifications Gained
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Further Education – please give details of colleges attended and qualifications achieved

Name of Establishment	Course Studied	Dates - from/to	Qualifications Gained
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Current Employment Details – please provide details of your current employment status

Employer's Name & Address:

Job Title:

Current Salary:

Start Date:

Notice Required:

Duties & Responsibilities:

Employment History – please list all previous employers in chronological order and list any periods of unemployment and part-time/seasonal work

Employers Name	Job Title/Duties/Salary	Dates – from/to	Reason for Leaving

Voluntary Work – please provide details of any voluntary work undertaken eg. work experience placements, training placements etc

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Additional Training & Development – please list any training courses which you have attended and you feel are relevant to the position applied for

Training Provider	Course Attended	Dates	Certificate Obtained?

Interests – please provide details of outside hobbies/interests

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Supporting Information – please describe your reasons for applying for this position and the skills/experience you have relevant to your application

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References – please provide the names, addresses & phone numbers of 2 referees, one of which should be your current employer.

Name/Designation: Address: Tel No:	Name/Designation: Address: Tel No:
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Declaration – I confirm that to the best of my knowledge the above information is correct and understand that my employment may be terminated should any of this information is found to be false.

Signature Date.....