

The Oaks CIC Application Form

The Oaks CIC is an equal opportunities employer



The Oaks Childcare
Community Interest Company

When you have completed this form you can either:

- Email your completed form to office@theoakchildcare.co.uk You can also attach your CV.
- Post it to The Office Manager, The Oaks Childcare Clubs CIC, 2a Bramley House, Butlers Lands Farm, Mortimer, RG7 2AG

Position applied for:

Personal Details

Title Surname First Name(s)

Address

Postcode

Telephone (Mobile) Telephone (Day)

Email Address

Education and Training

What formal education, vocational/professional qualifications and training do you have? Please include everything you consider relevant. *Continue on a separate sheet if necessary or you can attach your CV.*

Examinations, qualifications, training courses, with results Date

Work Experience

Please outline all roles you have had along with dates. *Continue on a separate sheet if necessary or you can attach your CV.*

Employer, role held, outline of responsibilities Date

If necessary please use this space to explain any significant gaps in work experience above.

What can you bring to the post? _____

Please use this space to explain why you are interested in this post and what you can bring to it. Try to relate your experience (paid or unpaid) to the job description/advert. *Continue on a separate sheet/back page if necessary*

Disabilities _____

We will treat any information you give us here as sensitive personal data and it will only be disclosed to the staff who are directly involved directly in the recruitment process for the job(s) you are applying for. If you prefer to talk to someone regarding a disability please contact our Office Manager to arrange.

Do you require any special arrangements to be made for an interview on account of a disability?

Yes No

If "Yes", please give brief details and any information that you feel would help us to accommodate your needs during the recruitment process.

Right to work in the UK _____

Are there any restrictions on your right to work in the UK? Yes No

If "yes" please state restrictions and the expiry date of any permissions.

Referees

Please provide details of two referees, who will only be contacted if you are successful in your application. Ideally they would be your present and previous employer. If you have not had two employers then please give details of some one who knows you well although not a member of your family.

REFEREE 1

Name

Address

Postcode

Mobile Number

Landline Number

Email Address

How do you know this person?

REFEREE 2

Name

Address

Postcode

Mobile Number

Landline Number

Email Address

How do you know this person?

Data Protection

All information given on this form will be treated in strict confidence and in line with our Data Protection Policy.

Our job application privacy notice is available on request.

If your application is unsuccessful or we do not have any suitable vacancies your details will be kept for a maximum of 3 months. If you do not wish us to keep your information for this period please indicate here:

I do not wish my application details to be kept on file for 3 months.

I declare that the information contained in this form is true and complete and I give my consent to it being processed for the purposes of employment-related administration.

PLEASE NOTE: Any false, incomplete or misleading statements may lead to any offer of employment being withdrawn or to dismissal.

Signed:

Date