A close up of a card

Description automatically generated

*Lunchtime Supervisor*

Application Form

Please return this form by email or in hard copy to:

Mrs Hannah Cunningham headmistress@mylnhurst.co.uk

Headmistress

Mylnhurst Preparatory School and Nursery

Button Hill

Sheffield

S11 9HJ

|  |  |  |
| --- | --- | --- |
| Surname/Family Name | Initials | Address:  Post Code: |
|  | |
| Home Telephone:  Mobile Telephone:  Work Telephone:  Email Address: | |
| Date of Birth: |

*Personal Information*

*Current Employment*

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| --- | --- | --- | --- |
| Job Held: | Employer and Address: | From:  To:  (if applicable) | Wage/Salary  Grade |
| Brief details of main duties/responsibilities: | | | |
| Reason for leaving current job(s): | | | |
| Or, if successful in your application, please indicate if you intend to continue working in this/these job(s), stating the job title and hours of work | | | |
| Length of notice required, or date you could start: | | | |

*Employment History*

Please give details of all previous jobs and work experience since leaving full time education. Please list these in date order, starting with the most recent first. \*Please list any periods where you were not in full time employment, education or training, giving details of activity during this period, for example periods of unemployment, voluntary work, travelling etc.

| Employer | Jobs held and brief details, plus information on other periods\* | Reason  for Leaving | From | To |
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*Qualifications and Training*

Please provide details of any qualifications obtained and training courses undertaken, relevant to the role.

| Qualifications and Training (show grades and institution where obtained) | From | To |
| --- | --- | --- |
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*Suitability for the Role*

Please provide a statement indicating why you think you are suitable for this position. You may enclose additional sheets if necessary.

*References*

Please provide us with the details of two people who we can contact for references. The first should be an **employment reference** from your current or most recent employer, if you have been employed. Do provide accurate telephone numbers, addresses and work-place email addresses.

if you are or have been self-employed, you can provide a **professional reference**, for example from a customer or supplier. If you are a school or college leaver, then you should provide an **academic reference**. This should be from your most recent tutor or institution.

Ideally the second reference will also be an employment reference, from a previous line manager. It could also be a professional or academic reference.

Only, if the above cannot be obtained, should you provide a **personal reference**. This can be from a person of professional standing in the community such as a lawyer, bank manager, doctor, teacher etc. **Your family or friends cannot provide references for you.**

|  |  |
| --- | --- |
| Referee (1)  Present or Most Recent Employer, Professional or Academic | Referee (2)  Employment, Professional, Academic, Personal |
| Name: | Name: |
| Job Title: | Capacity known: |
| Address: | Address: |
| Tel Number:  Email Address: | Tel Number:  Email Address: |
| References may be taken up for shortlisted candidates prior to interview. If you do not wish a reference to be taken up at this stage, please state why      .  We will always ask for two references at job offer stage. | |
| 1. Declaration   I confirm that the information on this form is true and correct and will be used as part of my contract of employment. I understand that Mylnhurst may contact my referees and verify any qualifications/registrations, which are required for the job.  I accept that any false statement or omission may lead to my being dismissed, if appointed to the post. | |
| Signature: | Date: |

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| --- |
| *Relationships*  Are you related to or in a significant relationship with any Mylnhurst employee or a member of the Board of Directors  NO  YES  If YES, give name:       Relationship: |
| *Criminal Records Declaration*    Do you have any **unspent** convictions?  NO  YES  If you are shortlisted for the post, we will ask you for details. If you are offered the job, we will ask you to declare details of any unspent convictions.  We are asking you only to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are ‘spent’, please contact [Nacro](https://www.nacro.org.uk/criminal-record-support-service/) for further advice. |
| *Dismissal*  Other than for reasons of redundancy or on health grounds, have you ever been dismissed from employment from any employer, including employment agencies?  NO  YES  If ‘YES’ please give details, stating from where, when and the reasons for the dismissal |
| *Interviews*  Please give any dates that you are would not available for interview. |