Ykids

Job Application Form

Please complete and return to Ykids with a copy of your CV to

(Jobs@Ykids.co.uk)**General guidance notes**

* Please use a computer with Microsoft Word installed to complete the form and when complete email along with your CV to jobs@ykids.co.uk
* Answer all the questions
* Avoid using ‘Not applicable’ (n/a)
* Keep a copy of your form as a useful reminder of what you wrote if you get an interview
* If you have difficulty filling in the form, ask someone to help you or contact Ykids
* Give the names, email addresses and telephone numbers of two people who will act as character references for you. This is usually a previous employer and someone you have known for at least five years such as a family friend or neighbour, but not a relative. Please check with the people that they are willing to provide a reference for you before you put their details on the form
* If you have a disability, please tell us about any special arrangements you need if you are invited for an interview
* Your letter in support of the application gives you the opportunity to provide us with information that shows your suitability for the role. Please refer to the Job Description and Person Specification and ensure you show how you meet the essential criteria

**Please attach a CV.**

The CV should give details of all your previous jobs, putting the most recent job first then working back. Give as much detail as possible about your duties in each job, highlighting anything that is particularly relevant to the job you’re applying for. It should also give details of universities, colleges, schools or other training places you have attended, putting the most recent first then working back. Listing any examinations, you took and the grades and results you achieved.

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| **About the Vacancy:** |
| Vacancy applied for: | Click or tap here to enter text.  |
| Please complete and return to Ykids with a copy of your CV. (Jobs@Ykids.co.uk) |
|  |
| **Personal detail’s**  |
| Title: | Mr [ ]  | Mrs [ ]  | Miss [ ]  | Ms [ ]  | Other | Click or tap here to enter text. |
| First Name: | Click or tap here to enter text. |
| Surname: | Click or tap here to enter text. |
| Known as: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
| Postcode: | Click or tap here to enter text. |
|  |  |
| Daytime Phone: | Click or tap here to enter text. |
| Evening Phone: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Driving Licence? | Yes |[ ]  No |[ ]  Number of Points: | Click or tap here to enter text. |
| Date of Birth | DD/MM/YYYY | Click or tap here to enter text. |
| Disability? | Yes |[ ]  No |[ ]  If Yes; Please let us know what support you may need to access an interview. |
|  | Click or tap here to enter text. |
|  |
| **References:** |
| Reference 1 | Reference 2 |
| Name: | Click or tap here to enter text. | Name: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. | Email: | Click or tap here to enter text. |
| Phone: | Click or tap here to enter text. | Phone | Click or tap here to enter text. |
| Occupation  | Click or tap here to enter text. | Occupation | Click or tap here to enter text. |
|  |
| **Current Employment/Role**  |
| Employer: | Click or tap here to enter text. |
| Role: | Click or tap here to enter text. |
| Main Responsibilities: | Click or tap here to enter text. |
|  |
| Please state how you heard about the post: |  |
| Click or tap here to enter text. |

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| **Letter in support of application**Please let us know why you think you are the most suitable candidate for this post: Click or tap here to enter text. |