



**MAPLE GROVE COMMUNITY GROUP**

**MAPLE GROVE,  
MARCH, CAMBS.PE15 8JT  
TEL: (01354) 660543**



E-mail: office@maplegrovecommunitygroup.co.uk

APPLICATION FOR THE POST OF \_\_\_\_\_

Please complete in hand writing and return to the above address.

Please indicate the minimum and maximum hours you would like to work:

MINIMUM: \_\_\_\_\_ MAXIMUM: \_\_\_\_\_

In accordance with our Equal Opportunities Policy, our recruitment process is monitored to check that unfair discrimination is not taking place. To help us in this, please complete the following by ticking the relevant boxes.

I would describe my race or cultural origin as:

Bangladeshi		Chinese	
Black African		Indian	
Black Caribbean		Pakistani	
Black Other		White	
Other (please specify)			

My gender is:

Female		Male	
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I am registered disabled at a job centre and hold a green card      Yes   
No

Pages 1 and 2 will be detached from the rest of the application form before shortlisting and interviewing takes place. All pages must be completed FULLY, giving as much information as possible. Failure to do so may leave your application void. 1<sup>st</sup> and 2<sup>nd</sup> round interviews will depend on the successful completion of this form.

**PERSONAL DETAILS**

Miss   Mr   Mrs   Ms (delete as appropriate)      Marital Status \_\_\_\_\_

First Names \_\_\_\_\_      Date of Birth \_\_\_\_\_

Surname \_\_\_\_\_      Any other surnames used \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Mobile Telephone Number \_\_\_\_\_

\*Email Address \_\_\_\_\_

\*This is required as a primary method of communication



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**VERIFICATION OF EMPLOYMENT OR EDUCATION RECORD / REFERENCES**

Please give names and address of two people who can verify or confirm your employment record. One should be your present or most recent employer. Verbal verification is sought after references received.

**REFERENCE ONE:**

Name \_\_\_\_\_ Position \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

**REFERENCE TWO:**

Name \_\_\_\_\_ Position \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Please indicate whether your referee can be approached before interview.

Yes  No

**DECLARATION**

I can declare that to the best of my knowledge the information given on pages 1- 4 is correct and can be treated as part of any subsequent contract of employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**REHABILITATION OF OFFENDERS ACT**

Only complete this section if the job description indicates that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Have you ever been convicted of any criminal offence?

Yes  No

If YES please give details of the conviction(s) and date(s) below:

\_\_\_\_\_  
\_\_\_\_\_



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(including both paid and voluntary employment)

EMPLOYMENT

Name and address of **current / last employer:**

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Employed from: \_\_\_\_\_ To: \_\_\_\_\_

Post held: \_\_\_\_\_

Basic salary per annum: \_\_\_\_\_ Overtime opportunity: Yes / No

Notice Required: \_\_\_\_\_

Brief description of duties:



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Full Employment / Career History for the last ten years (please put most recent first)  
Please explain any gaps in employment.

Dates From	Dates To	Employer	Address	Position Held	Reason for Leaving	Number of days off sick *

\* If were unfortunate to experience a long term sickness record please provide brief details:



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**EDUCATION & QUALIFICATIONS**

Please be sure to enter all qualifications accurately. Childcare qualifications will require certificates and verification. If necessary please continue on a separate sheet of paper and attach to the form.

Dates	Name of School / Institution	Examinations & subjects studied	Grade of award or examination

Please give details and dates of other courses undertaken, including short courses and in-house training, and / or current studies.



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**EXPERIENCE / RELEVANT SKILLS / FURTHER INFORMATION**

Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. This is intended to draw attention to those aspects of your education, training, career, experience in work, life skills, hobbies and other interests. If necessary please continue on a separate sheet and attach to this form.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_