## A picture containing text, tableware, dishware Description automatically generated

**Application Form**

**Post applied for Operations Manager**

**Personal details**

|  |  |
| --- | --- |
| Full name: | |
| Address:  Postcode: | Daytime contact number:  Home telephone number:  Email:  Date of birth:  Single/Married/Divorced – please indicate |
| National insurance number: | |
| Notice period, or date when you would be available to start work: | |
| Do you drive/have access to a car? | |
| How did you find out about the role? (*For example, on our website, social media, indeed.com, through work/school, recommended by friend/family/colleague etc)* | |

**Employment history**– **include all jobs since education and explain any gaps in employment**

Please give details of your current or most recent employment first. Include paid and voluntary work.

|  |  |  |  |
| --- | --- | --- | --- |
| **Start / end date** | **Employer name and address** | **Job title** | **Nature of work** |
|  |  |  |  |
| Reason for Leaving: | | | |
|  |  |  |  |
| Reason for Leaving: | | | |
|  |  |  |  |
| Reason for Leaving: | | | |
|  |  |  |  |
| Reason for Leaving: | | | |
| Please give reasons for any gaps in employment (e.g. maternity/parental leave) | | | |

*Continue on a separate sheet if necessary.*

**Education, training and development**

Please give details of your education and training, starting with the most recent. Include any formal qualifications or certificates you may hold.

|  |  |  |  |
| --- | --- | --- | --- |
| **Start / end date** | **University, college, school or training establishment** | **Qualification or course details** | **Grade** |
|  |  |  |  |

Personal statement – this section must be complete to be considered for a position

Please state why you think you are suitable for this job. Give examples where appropriate and ensure that you address the points covered in the job description. Continue on an additional sheet if necessary.

|  |
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|  |

**References**

Please give the contact details of two people who are willing to provide references regarding your suitability for the post. They need to be from your current and or recent employer or School/University tutor etc.(work email needed). We cannot accept personal email addresses or references from work colleagues/friends.

|  |  |
| --- | --- |
| **First referee: Present / most recent employer** | **Second referee** |
| Name:  Work Email:  Business name/Address  Telephone:  Relationship to applicant: | Name:  Work Email:  Business name/Address  Telephone:  Relationship to applicant: |

### Can we approach your referees prior to interview? Yes / No

**Criminal convictions**

Due to the nature of this post and the law relating to it, this post is exempt from the Rehabilitation of Offenders Act. You must disclose all criminal convictions, cautions, court orders, reprimands, warnings or pending cases. It is a condition of any subsequent employment that you have done so. Failure to disclose any such information could result in dismissal or disciplinary action.

Any information that you supply will be dealt with on a confidential basis. Funtastic Kids will only take into account when considering your application those convictions, cautions, court orders, reprimands, warnings or pending cases relevant to the nature and purpose of the post for which you are applying.

The post is subject to an enhanced DBS disclosure for a regulated activity being obtained for the successful applicant which is satisfactory to Funtastic Kids. We will require full sight of the DBS certificate, and if appropriate, we will also check your status online via the DBS Update Service.

**Declaration**

I have read and understood the above statement. If I have any convictions, cautions or pending cases to declare I will supply details of them at the time of application to Funtastic Kids at the address shown below:

I further certify that the information contained on this application form is accurate and true

**Signed:** …………..……………………………………………………………………………… **Date:** …………...…………

Please return this form to louise@funtastickids.co.uk.

If you receive no further communication within 6 weeks of the closing date, please assume that your application has been unsuccessful. Thank you for your interest in the post. Applications considered on receipt.