

Job Application Form
You're Hired Year 11.
(please write clearly in BLACK ink or type)

Title of Job applied for: (This can be a job you would like to do or have an interest in)

PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname:
(Mr/Mrs/Miss/Ms)

Forenames:

When usually completing an Application Form it will ask for your full address, date of birth, telephone number and any email address.

EDUCATION

Secondary Schools: Name & Address	Dates you started;	Examinations: GCSE subjects being taken	Date to be taken:	Target Grades:
Cox Green School Highfield Lane Maidenhead Berkshire SL63AX				

Please explain why you would like to do the job you applied for and what skills do you think you have for it?

OTHER INFORMATION....

In this section please write about what you like to do in your spare time.
Are you a member of any clubs i.e. football/cricket/rugby/netball/dance, Stagecoach/Army Cadets, any musical groups/clubs you belong to?
Please also state any after school clubs/teams you are involved with through school.

This information should be written in sentences and paragraphs.

PRESENT JOB (If you have a part time job please enter details here). This section can also include any jobs you do on a regular basis for either your parents/family/friends.

Position Held:

Name & Address of Employer:

Type of Business of Employer:

Date
Commenced:

Please outline your responsibilities, to whom you are responsible to and staff responsible to you (if applicable)

PREVIOUS EMPLOYMENT or WORK EXPERIENCE (if any).

This can include any Voluntary/Summer work. Enclose any good feedback received from Work Experience.

Name and Address of Employers:	Position held:	Dates:		Reason for leaving:
		From	To	

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HEALTH

Please state the approximate number of days sickness/absence from school in the last year.

REFERENCES – A reference is someone whose details you give that can support your Application. They must know you and be able to clarify that the information stated on the Application form is true and correct.

Names and addresses of two references, one of whom should be your current form tutor

1.

Tel No:
Email Address:

2.

Tel No:
Email Address:

DECLARATION

I declare that the information given is true and correct. I give my consent to my referees being contacted as indicated and for details of any sickness over the last 2 years to be obtained.

Signed: Date:

Name (IN CAPITALS)

INTERVIEW Wednesdays 9th January 2019

Please ensure Covering letter, Application form/ Apprenticeship application is handed in to Your tutor by: **Monday 7th January 2019**