**SUTTON MENCAP**

# Application for the post of: Cook for Children’s Services

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM.

**Safeguarding**

Sutton Mencap is committed to safeguarding and promoting the welfare of children and young people. Our recruitment procedures are designed to ensure all employees and volunteers share in this commitment.

Please answer all questions fully.

Surname: ................................................................ Title: Mr/Mrs/Miss/Ms.

First Names: ...........................................................................................................

Address: ............................................................................................................

.............................................................................................................

......................................................... Post Code: ..............................

Telephone: ..................................................(home)

..........................................(work)

Date of Birth: ..................................................

I declare that to the best of my knowledge all parts of this form have been completed and are accurate.

Signature: ........................................... Date: ....................................

For office use only:

Date received: ...................................... Candidate Number ....................

**APPLICATION FORM**

1. Position applied for:

Where did you see the position advertised? ..............................................

**2. PRESENT OR LAST EMPLOYMENT:**

Name of employer: ............................... Position held: ................................

Address: .......................................... Date appointed: .................................

.......................................... Present salary p.a. £ ...........................

Post code: ..........................................

Tel No: ..........................................

Period of notice required: ...................

Reason for leaving: ...............................................................................

Brief description of duties undertaken:

**3. EMPLOYMENT RECORD - Please list in chronological order**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name/Address of Employer | Position held | From | To | Reason for leaving |
|  |  |  |  |  |

**4. COMMUNITY/VOLUNTEER EXPERIENCE (please give details)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & address of organisation** | **From** | **To** | **Duties** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **5. EDUCATION**  (Schools attended from age 11) | DATES  From | To | Examinations  (subjects/results) |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **6. POST SCHOOL EDUCATION:** (Place of Education) | Dates  From | To | Qualifications  (subjects/results) |
|  |  |  |  |

1. **STATEMENT OF SUITABILITY**

State briefly why you consider that your experience, qualifications, ability and interests make you suitable for this post. Please refer to the person specification.

An additional sheet may be attached if necessary)

**8. REFEREES:**

Please give details of two referees, able to comment on your suitability for the posts applied for, from present and previous employment.

Name: Name:

Position: Position:

Address: Address:

Tel No: Tel No:

May we contact your present employer for a reference straight away? YES/NO

For monitoring purposes in relation to equal opportunities, records are kept of the gender, ethnic origin and any disabilities of job applicants. Please answer the questions below by indicating with a as appropriate.

1. Gender: Male 🖵 Female 🖵

2. Age Range: 16 – 25 🖵 26 – 45 🖵 45+ 🖵

3. (a) White

* White – British
* White – Irish
* White – Other

1. Mixed Parentage

* White and Asian
* White and Black African
* White and Black Caribbean
* Any Other Mixed

1. Black or Black British

* Black – African
* Black British – African
* Black British – Caribbean
* Black British – Other Background
* Black – Other non-British

1. Asian or Asian British

* Bangladeshi
* Indian
* Pakistani
* Other Asian or Asian British

1. Any Other Group

* Chinese
* Tamil
* Any other
* Other Codes

4. Do you consider yourself to have a disability? Yes 🖵 No 🖵

Do you have any special requirements to facilitate your employment?

Yes 🖵 No 🖵

Please specify .......................................................................