

Application to become a Kidspace Team Member

Hello!

Thank you for applying for a position with Kidspace. This form is the first step in our recruitment process, and is an opportunity for both you and Kidspace to assess your potential suitability for the role. However, we will treat any information you give in the strictest confidence.

What's next?

Once you've submitted your application form, we will assess it. If you're successful, we'll invite you to an interview. We will carefully consider all candidates before making a decision and informing you of the outcome.

What job are you interested in?

| | |
|-------------------------------------|------------------------------------|
| Which vacancy are you applying for? | Preferred location (if applicable) |
| | |

Tell us about you (BLOCK CAPITALS PLEASE)

| | |
|----------------|---------------|
| Surname | Address |
| First Names | |
| | |
| Date of Birth | |
| Home Tel No | |
| Mobile Tel No | Postcode |
| Daytime Tel No | Email address |

Your eligibility to work

Under the Asylum and Immigration Act, we are required by law to obtain proof that you are allowed to work in the UK. If you attend an interview, you'll need to bring certain documents with you.

Are you eligible to work in the UK? Yes No

Do you need a work permit to work in the UK? Yes No

Have you ever been convicted of criminal offence*? Yes (please give details below) No

* Appointments with this company are exempt from the provisions of Section 4(2 and 3) of the Rehabilitation of Offenders Act 1974. This means that applicants **must** give details of any convictions, even if these have become spent under the provisions of the act. If you are offered employment and have failed to disclose this information, you could be dismissed. Any offer of employment in a position that involves contact with children and/or vulnerable adults will be subject to a satisfactory check with the Criminal Records Bureau.

Tell us more about you...

What qualities do you have that you think will make you a good Kidspace Team Member? Tell us about your attitude and behaviour, the way you approach your work and how you behave with customers and colleagues:

Please use this space to give us information about yourself in support of your application. Please attach any additional sheets if you require further space.

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Your working history

Please give details of your previous positions, beginning with your current or most recent one.

| | | |
|---------------------------|-----------------------------|-----------------|
| Employer | Type of Business | |
| | | |
| Address | Date from: | Date to: |
| | Position held/Duties | |
| | | |
| | | |
| | | |
| Reason for Leaving | Salary | |
| | Notice Period | |
| | | |

| | | |
|---------------------------|-----------------------------|-----------------|
| Employer | Type of Business | |
| | | |
| Address | Date from: | Date to: |
| | Position held/Duties | |
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| Reason for Leaving | Salary | |
| | Notice Period | |
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|---------------------------|-----------------------------|-----------------|
| Employer | Type of Business | |
| | | |
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| | Position held/Duties | |
| | | |
| | | |
| | | |
| Reason for Leaving | Salary | |
| | Notice Period | |
| | | |

Your learning and training

| Name of School/College/University you attended | Qualifications you have achieved |
|--|----------------------------------|
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Please give details of any employment or professional qualifications that you feel may be relevant to your application.

Please note: Original documents as proof will be required at interview.

Tell us about your skills

Please indicate any business/skills areas in which you've had previous experience or training:

| | | | | | |
|------------------|--------------------------|---------------------|--------------------------|-------------|--------------------------|
| Leisure/sports | <input type="checkbox"/> | Tourism | <input type="checkbox"/> | Retails | <input type="checkbox"/> |
| Food/beverage | <input type="checkbox"/> | Reception | <input type="checkbox"/> | Hospitality | <input type="checkbox"/> |
| Customer service | <input type="checkbox"/> | Tills/cash handling | <input type="checkbox"/> | IT | <input type="checkbox"/> |

Please indicate if you consider you have any of the following qualities:

Confident Flexible Good communicator Sense of humour Positive attitude

Use this space to include any further details of the above in support of your application:

Your References

Please provide names, occupations, addresses and contact details of two referees (not friends or relatives) who can supply a personal reference for you. Details of your present employer should be used as one referee.

Your employment is subject to the receipt of satisfactory references.

| | |
|---|---|
| Name | Name |
| Position/Title | Position/Title |
| Address | Address |
| | |
| | |
| Postcode | Postcode |
| Email: | Email: |
| Tel No. | Tel No. |
| Type of Reference (please circle): Work Personal Educational | Type of Reference (please circle): Work Personal Educational |
| Would you have any objection to your referees being approached at this time? | YES <input type="checkbox"/> NO <input type="checkbox"/> |

Diversity monitoring

Kidspace is committed to being an equal opportunities employer, and to help us achieve our aims in this area we would be grateful if you could supply the information below. However, we only use this for the purposes of monitoring and we select our team members solely on merit, irrespective of race, sex, disability, etc.

Gender: Male Female

Ethnic origin

How would you describe your ethnic origin?

| | | | |
|----------------|--------------------------|--------------|--------------------------|
| White British | <input type="checkbox"/> | Indian | <input type="checkbox"/> |
| Black British | <input type="checkbox"/> | African | <input type="checkbox"/> |
| Asian British | <input type="checkbox"/> | Asian other* | <input type="checkbox"/> |
| White European | <input type="checkbox"/> | Black other* | <input type="checkbox"/> |
| Chinese | <input type="checkbox"/> | Other* | <input type="checkbox"/> |

* Please specify: _____

Disability

Do you have a disability? Yes No

If so, tick any of the boxes below to indicate the nature of your disability:

| | | | |
|-------------------|--------------------------|---|--------------------------|
| Impaired vision | <input type="checkbox"/> | Learning difficulty | <input type="checkbox"/> |
| Impaired mobility | <input type="checkbox"/> | Mental illness | <input type="checkbox"/> |
| Impaired hearing | <input type="checkbox"/> | Other (including conditions such as epilepsy or diabetes) | <input type="checkbox"/> |

If other, please specify: _____

Indicate any special requirements you may have at interview:

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Other information

Have you worked for/applied to Kidspace before? Worked Applied Neither

If yes, please supply the name of the position applied for and the relevant date/s:

| Position: | Date: |
|-----------|-------|
| | |

National Insurance

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|---|--|
| Please give your National Insurance Number* | |
|---|--|

* Please supply documentary evidence of your National Insurance number with this application. Alternatively, please supply written evidence that you have applied for one. If we do not receive this evidence, it may affect your application.

Your declaration

I declare that the information I have supplied in this form is true and accurate to the best of my knowledge. I understand and accept that if Kidspace later discover any of the statements to be false or misleading, they may withdraw any offer of employment or dismiss me from employment.

Signed:

Date:

Data Protection Act 1998

To assist with the selection process, we may record the information you give us on a computer or in a manual records system. If you are successful, we will retain this information as part of your personnel record.

Under the Data Protection Act you are entitled to have access to the information held about you.

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