



Plas Coch Road, Wrexham. LL11 2BW

## Centre Assistant Application Form

The information you provide here and from references we obtain will be used in deciding whether you will be short listed for an interview, therefore it is very important that you give us as much relevant information as possible.  
Please complete and return by Monday 8<sup>th</sup> August.

### Section 1 – PERSONAL DETAILS

Title	Mr/Mrs/Ms/Miss	Full Name	_____
Address	_____		
_____	Postcode	_____	
Email	_____		
Tel. (home)	_____	(mobile)	_____

### Section 2 – RECENT EMPLOYMENT (please give details of your current / recent employer)

Job Title	_____		
Employer	_____		
Start Date	_____	Finish Date	_____
Current Hourly Wage	£ _____	Notice Period Required	_____ weeks
Brief outline of role and responsibilities	_____		
_____	_____		
_____	_____		
Reason(s) for leaving or wishing to leave	_____		



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**Section 3 – EDUCATION** (please give details of your education to date)

School / College / University	From	To	Course Type (eg GCSE, NVQ)	Qualifications Obtained

**Section 4 – TRAINING** (please give details of any training to date)

From	To	Type of Course



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**Section 5 – EMPLOYMENT** (please give details of your employment to date)

Name of Employer	From	To	Position Held	Brief Description of Duties	Reason for Leaving

**Section 6 – SUITABILITY FOR THE JOB**

Please tell us what makes you suitable for this job by detailing all relevant experiences, interests or achievements, along with any skills (you may not yet have used in previous employment) that you feel you could utilise within the role. Please also give an example of when you have shown initiative in the workplace.



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## Section 7 – REFERENCES

Please provide the names and addresses of two references that we may contact.

Name of Referee	Address	Relationship to you

## Section 8 – Further Information (please tick appropriate answer)

Are you able to work:	Mornings (from 7am)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Daytimes (from 9am-5pm)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Evenings (until 10.30pm)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Weekends?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you hold a valid certificate in Basic Food Hygiene?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you hold a valid certificate in First Aid at Work?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you hold a full UK Driving License?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have your own transport?					
Under the Disability Discriminations Act 1995, a person is considered to have a disability if he/she has a physical or mental impairment that has a substantial and long-term effect on his/her ability to carry out normal day-to-day activities. Do you consider that you meet this definition of a disability?					
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please specify the type of disability:					
Visual	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Mobility	<input type="checkbox"/>
Learning	<input type="checkbox"/>	Mental Health	<input type="checkbox"/>	Other	<input type="checkbox"/>
				Communications difficulties	<input type="checkbox"/>
				Please specify	_____
Do you hold a CRB Enhanced Disclosure certificate?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have any unspent criminal convictions?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Where did you see the post advertised?					
Local Press	<input type="checkbox"/>	Job Centre	<input type="checkbox"/>	Tennis Centre	<input type="checkbox"/>
				Word of mouth	<input type="checkbox"/>

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Thank you for completing this application form.  
We will contact you in due course if you have been chosen for an interview.