

LICHFIELD DOLPHINS

FIRST CLASS SWIM SCHOOLING IN THE LICHFIELD AREA



116 Haymoor
Lichfield
WS14 9SX

01543 410 786 / 07866 366 132 / swim@lichfielddolphins.co.uk

APPLICATION FOR EMPLOYMENT

Guidance for filling in this form

Practise writing your answers on a blank piece of paper before you fill in the application form so you don't make mistakes. Keep a photocopy of your form as a useful reminder of what you wrote if you get an interview.

Application for employment as	
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Personal details

Title	Mr / Mrs / Miss / Ms / Other (please state)
Surname	
Other names	
Date of birth	
Address	
Telephone (Parent if under 16)	
Mobile (Parent if under 16)	
Email (Parent if under 16)	

Education and Training

Please give us details of your education from the age of 11. Give details of universities, colleges, schools or other training places you have attended, putting the most recent first and working back. List any examinations you took and the grades and results you achieved.

Date (from / to)	Establishment	Qualifications attained with grades

Work history:

Give details of all your previous jobs, putting the most recent job first then working back. Give as much detail as possible about your duties in each job, highlighting anything that is particularly relevant to the job you are applying for. Use a separate sheet if necessary.

Date (from / to)	Organisation and job role	Duties

Any other evidence to support your application:

Please include any skills and experience you have acquired that can support your application whether within the working environment or outside. For example if you have taken part in the Duke of Edinburgh scheme or undertaken and community or charity work.

Please tell us why you applied for this job and why you think you are the best person for the job.

References

Give the names, addresses and telephone numbers of two people who will act as character references for you. This is usually a previous employer and someone you have known for at least five years such as a family friend or neighbour, but not a relative. Please check with the people that they are willing to provide a reference for you before you put their details on the form.

	Reference 1	Reference 2
Name		
Address		
Telephone		

Declarations

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signature.....Date.....

If you are under the age of 16 we require that your parent, guardian or carer who is over 18 signs the form. Please ask them to read the declaration below.

Declaration by adult

I can confirm that to the best of my knowledge the above information is correct.

Signature Date

Relationship to applicant

Finished?

Once complete, please send this form back to us at the following address:

Lichfield Dolphins Limited, 116 Haymoor, Lichfield, WS14 9SX.