

## Job Application Form 2010

Please print this out, complete carefully and return to us

**Please return this form to:**

Staff application,  
Xkeys Ltd  
48 Fitzalan Road,  
Finchley,  
London, N3 3PE

**Please attach a recent passport size photograph of yourself here. This will help us with administration at the interview day and during camps.**

This table is for office use only												
Written Ref:			2 x Ref names:			Photo ID:						
CRB:			Certificates:			Photo:						
Disclosure number				Issue Date		Registered Body			Countersignature			
Qualifications:				Camp/group:				Offer:	Easter	Sum	Pay	
								XUK				
								CKA				
								MM				
Ref 1		Sent	How	Received		Ref 2		Sent	How	Received		
Interview invite:		Interview accept:		Offer/Date		Accept		Paperwork sent		Paperwork received		

Thank you for applying for a job with us. XKeys Ltd is an equal opportunities employer. It is essential you fill out this form completely and honestly. The information you provide in this form is confidential. You'll understand that working with children is a serious responsibility. This is why we need so much detail. Please write clearly.

### Your Personal Details:

Full Name:				Male/Female:						
Permanent Address (inc post code):				Age:						
				Date of Birth: d d m m y y y y						
Home Phone:				Mobile Phone:						
Are you eligible to work legally in the United Kingdom?				If so, and you are not an EU citizen you must supply evidence (VISA)						
Email address:										
National Insurance number:										
How did you find out about us? If online, which site?										
Do you know anyone who works for us? If so, what is their name?										

Below is a list of the qualifications that we look for when employing staff at our camps. This is not an exhaustive list so there is space for you to add qualifications you believe are relevant.

Please tick any qualifications for which you hold a certificate and enclose a copy with your application.

## Qualifications

Your employment with us is not dependent on having one of these qualifications but it is helpful. **If you do not hold a qualification, please leave it blank.**

Qualification	✓	Please detail the exact nature of the qualification	Certificate enclosed?	
			Yes	No
Qualified Secondary School teacher				
Qualified Primary School teacher				
Degree in Children Studies				
NVQ 2 or 3 in playwork / early years				
NVQ 4 or above in playwork / early years				
BTEC / Diploma in Early Years				
Lifeguard (with valid certificate)				
Swimming teacher				
Registered Nurse				
General sports coaching badge				
Specific sports coaching badge				
First Aid				
OFSTED registered childminder				
Drama coaching / leadership certificates				
Art coaching certificates				
Outward Bound (high ropes, zip wire, wall climbing)				
Passenger Carrying Vehicle (PCV) licence				
If you feel you have another relevant qualification please list it below and explain why it is relevant.				
Qualification		Please detail the exact nature of the qualification	Certificate enclosed	

## **Experience:**

Please grade your experience in all the activities / roles listed below. Please tick the appropriate level of experience.

Activity	Experience		
	None	Some	Lots
Generic Kids' Games			
Arts & Crafts			
Dance / Drama			
Sports (general)			
Parachute Games			
Initiative / Team Building Games			
Outward Bounds			
Cookery			
Office Administration			
Managerial Experience			
Please add any other relevant specific activities that you have experience in instructing.:			

## **Employment History and References:**

### **Referees:**

- 1) Please **enclose** a written reference with this application. This may be a personal reference but not from a relative. Please ensure that this person includes their contact details, states in what capacity they know you and that they sign and date the reference. Please be advised that we may contact this referee for verification.
- 2) Please give details of two additional referees. These should be **professional (preferable) or educational** referees (neither of whom should be related to you). Please advise your referees they will be contacted by writing or by phone. Any offer of employment will be based on receipt of two successful references.

<b>PROFESSIONAL/EDUCATIONAL REFEREE 1</b>			
<b>Name</b>	<b>Company and position</b>	<b>Connection to you</b>	
<b>Best Contact Number</b>	<b>Full Address (inc postcode) and email address:</b>		
<b>Email address:</b>			
May we contact this person prior to / after an interview (tick as appropriate)?		<b>Yes</b>	<b>No</b>

<b>PROFESSIONAL/EDUCATIONAL REFEREE 2</b>			
<b>Name</b>	<b>Company and position</b>	<b>Connection to you</b>	
<b>Best Contact Number</b>	<b>Full Address (inc postcode) and email address:</b>		
<b>Email address:</b>			
May we contact this person prior to / after an interview (tick as appropriate)?		<b>Yes</b>	<b>No</b>

### **Recent Employment History:**

#### **Two most recent Employers:**

1	<b>Job Title</b>	<b>Your main responsibilities</b>	<b>Nature of business</b>
	<b>Dates employed</b>	<b>Reasons for leaving / ending employment</b>	
<b>Name &amp; Address (inc postcode) of employer</b>			

2	<b>Job Title</b>	<b>Your main responsibilities</b>	<b>Nature of business</b>
	<b>Dates employed</b>	<b>Reasons for leaving / ending employment</b>	
<b>Name &amp; Address (inc postcode) of employer</b>			

## Camp Specific Information:

We want to know where in our organisation you want to work, when you are available and which groups you would prefer to be with. Please ensure that your answers are consistent. If, for example, you say you want to work at XUK (1) only, please leave the Cross Keys (3) and Mini Minors (2) tables blank! You can apply simultaneously for any number of positions at any of our camps.

### 1 If you want to work at XUK, please complete the boxes below. If not, please go to section 2 (Mini Minors & XUK day camp).

XUK dates	Summer (9 <sup>th</sup> July – 15 <sup>th</sup> August)
Can you work?	

Please state which positions you would prefer to take up at XUK:

XUK positions:	Management	Office/Admin	Activity & Dorm leader	Nurse	First Aider	Lifeguard
*Preference:						

\*Please grade 1~ 6 (1 being your favoured option). If you do not want to be considered for a specific position, please put an 'x' in that box.

XUK Age groups:	6-9s (Juniors)	10-12s (Intermediates)	13 - 17s (Teens)
*Preference:			

\*Please grade 1~ 3 (1 being your favoured option)

XUK activities:	Sports	Adventure	Art	Drama	Music
*Preference:					

\*Please grade 1~ 5 (1 being your favoured option)

### 2 If you want to work at Mini Minors or XUK day Camp, both multi activity camps based at Brookland School, North London, please complete this section. If not, please go to section 3 (Cross Keys).

Mini Minors Dates:	Easter (5 <sup>th</sup> - 16 <sup>th</sup> April)	Summer (25 <sup>th</sup> July – 27 <sup>th</sup> August)
Can you work?		

Please state which positions you would prefer to take up at Mini Minors:

Camp positions:	Management	Office/Admin	Group Leader	Group Assistant	Swim teacher	Lifeguard	Security
*Preference:							

\*Please grade 1~ 7 (1 being your favoured option). If you do not want to be considered for a specific position, please put an 'x' in that box.

Mini Minors Groups:	3-4s (Mini Minors)	5-6s (Mini Minors)	7-13s (XUK day camp)
*Preference:			

\*Please grade 1~ 3 (1 being your favoured option)

### 3 If you want to work at Cross Keys, based at Christ's College School, North London, please complete this section. If not, please go to the next page.

Cross Keys Dates	Feb (15 <sup>th</sup> – 19 <sup>th</sup> Feb)	Easter (5 <sup>th</sup> - 16 <sup>th</sup> April)	Summer (25 <sup>th</sup> July – 20 <sup>th</sup> August)	October (25 <sup>th</sup> – 29 <sup>th</sup> October)
Can you work?				

Please state which positions you would prefer to take up at Cross Keys:

Camp positions:	Management	Group Leader	Group Assistant
*Preference:			

\*Please grade 1~ 3 (1 being your favoured option). If you do not want to be considered for a specific position, please put an 'x' in that box.

Cross Keys Group:	Apprentices	Art	Drama	Sports
*Preference:				

\*Please grade 1~ 4 (1 being your favoured option)

**Questionnaire:**

Why do you want to work for us? And why have you chosen the camp and position(s) you have?

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What are your 3 main strengths:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

What are your 3 main weaknesses?

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Why do you believe XKeys Ltd should employ you? What makes you different?

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Below are two situations that you could find yourself in at any camp or setting with children. Please detail how you would deal with the situation and how it would make you feel:

You are in a classroom, having returned from the playground. You do a headcount and you are missing a child!!

What exactly would you do?

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You find yourself walking past our swimming pool and you notice the lifeguards are chatting away from the pool and taking no notice of the children swimming.

What exactly would you do?

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## **Police Checks (Criminal Record Bureau):**

	Yes	No	
Do you hold a current CRB Enhanced disclosure?			If 'yes' please send us the original copy. We need to verify and will return it.

If you do not hold a current CRB Enhanced disclosure, you will get the opportunity to complete one at the interview day.

## **Interviews:**

**Please state below the interviews you are able to attend.** The earlier in the year you attend, the higher your chances are of getting a job and securing the position you desire.

	Details			Can you attend	
	Date	Time	Venue	Yes	No
Interview 1	Sat 27 <sup>th</sup> February	13:30 – 17:30	Hill Top, London, NW11 6EJ		
Interview 2	Sat 8 <sup>th</sup> May	13:30 – 17:30	Hill Top, London, NW11 6EJ		
Interview 3	Sat 5 <sup>th</sup> June	13:30 – 17:30	Hill Top, London, NW11 6EJ		

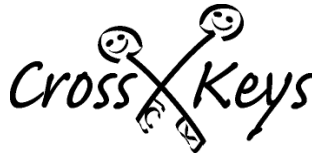
## **Additional Information:**

Tick as appropriate. If you answer yes to the questions below, please supply further information

	Yes	No	Additional Information/Further details
Have you ever had a previous contract terminated early?			
Do you have a physical or mental impairment which has a substantial and long term effect on your ability to carry out day to day activities? If so, please specify any special arrangements for work associated with any impairment and any special arrangements you will need to attend an interview.			
Have you suffered or do you suffer from any diseases, disorders, allergies, muscular or musculoskeletal injuries? If so, please list them all.			
Are you currently and / or regularly receiving any form of medicine, drugs or treatment? Please provide details.			
Are there any reasons that you know of that an organisation would not employ you to work with children (e.g. Have you ever had any convictions or complaints regarding your contact with children?)			
Do you have any commitments that could have an impact on your employment with us?			

	Yes	No	Additional Information/Further details
Do you hold a full clean driving licence?			
All our camps are non-smoking. Please confirm that this is acceptable to you:			

Please include below any further information you feel may be beneficial to your application.



**Declaration Regarding Suitability to Work with Children**

Name of Candidate: \_\_\_\_\_ D.O.B \_\_\_\_\_

Any previous names (maiden or other): \_\_\_\_\_

Please read the questions below carefully and circle the answer appropriate to you:

1	Have you ever been convicted of any offence against a child?	Yes	No
2	Have you ever had a child removed from your care by the order of a court?	Yes	No
3	Have you ever had a prohibition order placed on you at any time?	Yes	No
4	Have you ever been disqualified as acting as a foster parent?	Yes	No
5	Have you ever been proven negligent whilst supervising under 16s on activities/courses organised by other organisations?	Yes	No
6	Do you have any objection with us carrying out essential checks such as CRB and List 99 checks to ensure the information on this form is correct?	Yes	No

If you have answered, "yes" to any of the above questions, please supply below the dates and detailed circumstances of the event:

Section 70 (a) of the Children Act 1989 provides that a person who makes any statement in this notice or gives information which s/he knows to be false or misleading, shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 5.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Declaration:**

The information I have given on this application form is correct to the best of my knowledge. Should I accept employment from XKeys Ltd, I understand that it will be on the basis that the truthful completion of this form constitutes part of the terms of contract for my employment. I also understand XKeys Ltd promote equal opportunities.

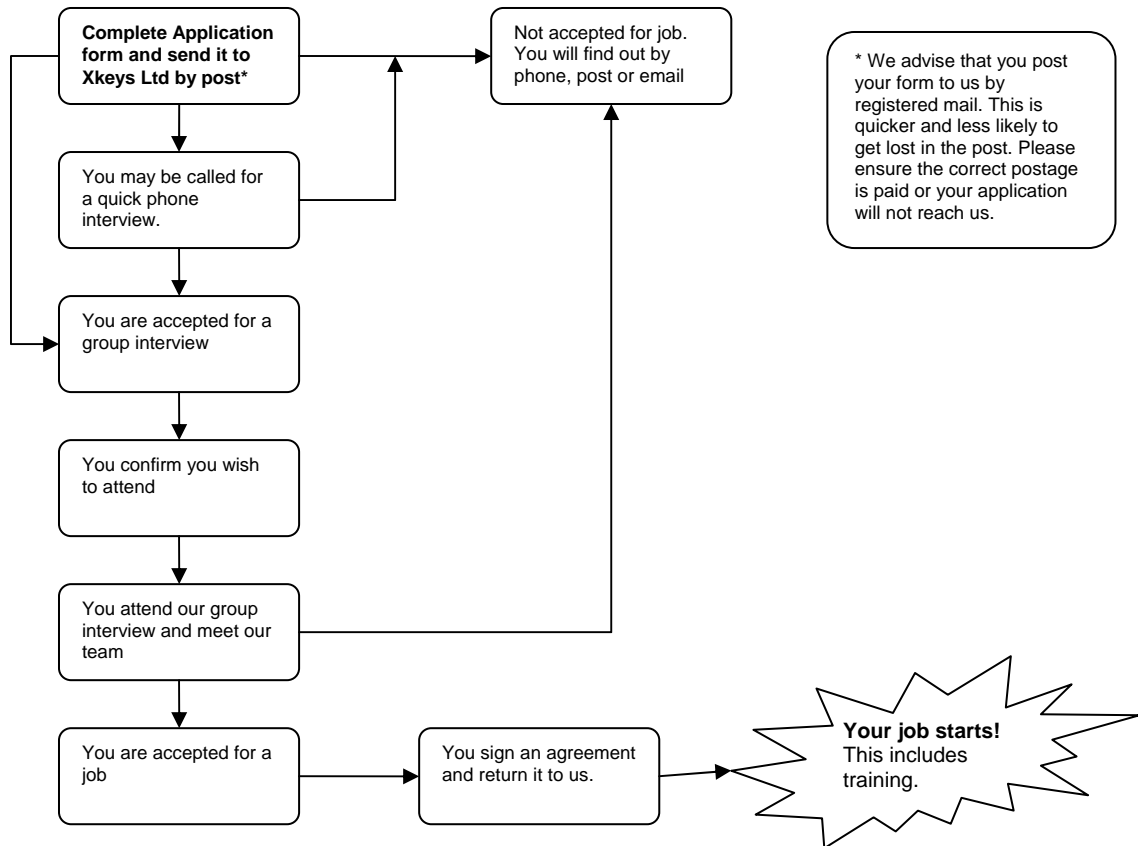
Signed:	Print Full Name:	Date:

**Checklist:**

It is of utmost importance that you complete this form properly and do not miss out any sections. It is also important you send us the additional information we require in order to employ you.

<b>Have you:</b>	YES	NO
Filled out this application form completely and honestly?		
Enclosed 1 written reference?		
Enclosed details of 2 further referees?		
Enclosed a copy of your passport or photo driving licence?		
Enclosed your most recent original CRB enhanced disclosure (if you have one)?		
Enclosed copies of certificates for relevant qualifications you hold?		
Enclosed a recent passport picture of yourself?		
Enclosed all of the above, together, in a neat and clear manner?		
Ensured that the postage you have put on the envelope is correct?		

Below is the process you need to go through in order to obtain a job with us.



## **Equal Opportunity Monitoring:**

**This is a separate form and is not part of our staff application process.**

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees are given equal opportunity and are encouraged to progress within the organisation.

We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:-

**I would describe my ethnic group and sex as: (please tick one box for your ethnic group and one box for your sex)**

**A) White**

- English  Scottish  
 Welsh  Irish  
 Any other White background, please specify .....

**B) Mixed**

- White and Black Caribbean  White and Black African  
 White and Asian  
 Any other Mixed background, please specify .....

**C) Asian, Asian British, Asian English, Asian Scottish or Asian Welsh**

- Indian  Pakistani  
 Bangladeshi  
 Any other Asian background, please specify .....

**D) Black, Black British, Black English, Black Scottish or Black Welsh**

- Caribbean  African  
 Any other Black background, please specify .....

**E) Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other Ethnic Group**

- Chinese  
 Any other background, please specify .....

**F) Sex**

- Male  Female

Signed:	Print Full Name:	Date: