

# Job Application Form

Please complete this form in black or blue ink.

School: .....  
Tutor Group: .....

Surname (block capitals) .....

Forenames (block capitals) .....

Address (please use your school address)  
.....  
.....

Date of birth                    /                    /

Examinations taken or about to be taken eg GCSE, Diploma, NVQ, Asdan etc	Date exam will be taken	Predicted grade

## IMMEDIATE PLANS

College     Employment     Apprenticeships     Other (please specify) .....

Please give details of courses / employment in which you are interested: .....

## FUTURE AMBITIONS

.....

## IT SKILLS    If you have keyboard or other IT skills, please give details:

Word Processing     Spreadsheets     Databases     Desktop Publishing     Email     Internet

Others (please describe) .....

## EXPERIENCE OF WORK

Please give details of any work experience (paid or unpaid) weekend jobs, paper rounds or voluntary work you have had

Name of employer	Dates of employment	Duties

## INTERESTS & ACTIVITIES

**How do you spend your spare time?** Remember to include things you do after school, during the evening and at weekends

Football     Swimming     Rugby     Tennis     the gym     Martial arts

Other sport .....

Reading     TV     Cinema     Bowling     Music     Art     Dance

Please describe briefly any other interests you have or activities you engage in

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.....

## TEAMWORK

**Provide an example of when you have worked as part of a team,** for example, have you worked in class with other students, planned a surprise party with other people, raised money for charity?

.....

## DESCRIBE YOURSELF IN 3 POSITIVE WORDS

**Try to use 3 words to describe 3 of your strengths:**

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**The statements made by me in this application are true to the best of my knowledge and belief**

**Signed**

**Date**

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