



Robinwood Activity Centre  
 Jumps Road, Todmorden,  
 Lancashire, OL14 8HJ  
 Tel: 01706 814554  
 e-mail jobs@robinwood.co.uk

## GROUP LEADER APPLICATION FORM

Full Name: _____	Male / Female: _____
------------------	----------------------

Date of Birth: _____	National Insurance No.: _____
----------------------	-------------------------------

Address: _____ _____ _____ _____ Post Code: _____ Telephone no.: _____ Email: _____	Alternative address (if applicable): - please give dates you will be at this address _____ _____ _____ Post Code: _____ Telephone no.: _____ Dates at this address: _____
---	--

Present Occupation (job title, date started work, typical/average hours per week and main duties):

Education (courses studied and exams passed):			
From	To	School / college	Qualifications achieved

Earliest date available for work _____ We will consider you for the first season for which you are available, but do sometimes offer deferred entry for the following season if we have a number of high quality applicants. You can apply for more than one start date.	Which start date are you applying for? Spring 2011 (starting Feb/March/April 2011) Spring 2012 (starting Feb/March/April 2012)	Please tick <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"> </td></tr> <tr><td style="width: 20px; height: 20px;"> </td></tr> <tr><td style="width: 20px; height: 20px;"> </td></tr> </table>			
It is unlawful for Robinwood Activity Centre Ltd to employ anyone who does not have permission to work in the UK. All staff will be required to provide proof of identification when attending a selection day eg. passport, work permit or other legal documentation.	Do you require a work permit / visa to work in the UK? YES / NO. If yes, do you currently hold one? YES / NO. If yes, please state expiry date: _____				

Where did you hear about Robinwood (if internet please give details/site)?
If recommended by a member of Robinwood staff, please give their name:

Do you hold a driving licence? YES / NO
Have you previously applied to work for Robinwood? YES / NO
Are you applying with a friend? YES / NO
If yes, give friend's name:

Which centre would you like to work at?	Please tick
No preference	
Barhaugh Hall, Alston	
The Old School, Todmorden	
Dobroyd Castle, Todmorden	

Would you prefer a live in position?	Please tick
No preference	
Live in - Robinwood accommodation	
Live out - Own accommodation	





**References**

You must provide the name, address and telephone number or e-mail address of three people who we can contact for a confidential reference. These must be people who you have been in some contact with over the past 2 years and who can give a reference regarding your suitability, experience and skills for the position of group leader with Robinwood.

Employers, college tutors, coaches, teachers and supervisors for any voluntary work completed would all be suitable referees. Friends and family will not be accepted as referees. We will contact all referees immediately, unless you are currently employed and indicate specifically that you do not want us to contact your current employer until a later stage. All job offers are subject to satisfactory references.

Name of referee:	Tel.no and/or e-mail:
Address:	
In what capacity does this referee know you?	

Name of referee:	Tel.no and/or e-mail:
Address:	
In what capacity does this referee know you?	

Name of referee:	Tel.no and/or e-mail:
Address:	
In what capacity does this referee know you?	

I certify that the information provided is correct and that, if offered employment by Robinwood, any material changes to this information will be declared. Please include photo-copies of relevant instructor certificates and your driving licence.

Signature: \_\_\_\_\_

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

**Declaration of Criminal Record**

Due the sensitive nature of the duties the postholder will undertake, you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position. This information will be kept confidential.

Have you ever been convicted by the courts or cautioned, reprimanded or given a warning by the police? (The post you have applied for is excepted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands, and warnings on your criminal record need to be disclosed, including those which would normally be considered spent.)

YES / NO If yes, please give details of offences, penalties and dates.

---



---



---

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?

YES / NO If yes, please give details.

---



---



---

**Declaration**

I confirm that the information I have given on this form is correct and complete, and that misleading or incomplete statements may be sufficient for cancelling any agreements made, including the withdrawal of any employment contract offered.

Because of the sensitive nature of the duties the postholder will be required to undertake, I also understand that the declaration includes details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on my suitability for the post. I understand that an Enhanced Disclosure will be sought in the event of my application being successful.

Signature: \_\_\_\_\_

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







