

## Help Filling in your Application Form

- Before you apply, have you been in for a job show-around? We like you to come and see us, so that you can see what the role entails and if you like us as an employer.
- We will only accept applications on our own Application Form, CV's will not be accepted.
- Please download an application form, either in Word (if you intend to email us your form) or as a PDF (if you intend to post your form).
- Please fill out ALL the application form (don't worry about the Job Reference or Department).
- Please make sure you fill out the 'Supporting Evidence' section. Please read the Job Description and Specification as you will need this to write your evidence. You do not need to write a huge amount, but you will need to tell us why you have applied for the post. You will also need to let us know your skills knowledge and previous experience, whether paid or unpaid, community activities, domestic or family experiences that are relevant to the post.
- Please make sure you put down two references, which should be your current employer and someone who has employed you before.
- Please then read and check your application form before sending it in. **Please remember that this is your first opportunity to impress us.**
- Send your completed application form to:

Email:

[admin@wpscc.co.uk](mailto:admin@wpscc.co.uk)

or Post to:

Nik Salter  
Watcombe Childrens centre Nursery  
Moor Lane  
Torquay  
TQ2 8NU

- Thank you for applying, and we look forward to your application