



# Smart Training

## TRAINING APPLICATION FORM

### Course Applied for:

- Level 2 in Childcare
- Level 3 in Childcare
- Level 5 in Childcare
- Level 2 in Supporting Teaching and Learning in Schools
- Level 3 in Supporting Teaching and Learning in Schools
- Level 3 in Management
- Level 5 in Management

### Personal Details:

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Previous family name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home telephone number: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

National Insurance number: \_\_\_\_\_

Male/Female: \_\_\_\_\_

Marital status: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Ethnic origin: \_\_\_\_\_

Number of dependents: \_\_\_\_\_

### Employment Details:

Employer: \_\_\_\_\_

Managers name: \_\_\_\_\_

Work address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

Work telephone number: \_\_\_\_\_

Your job title: \_\_\_\_\_

When did you start this job? \_\_\_\_\_

Describe your duties at work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State why you are applying for this training: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you hope to achieve from the training? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



What are your career objectives?

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What are your personal achievements and interests?

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Do you have a criminal record? Yes/No

Have you ever had a police check? Yes/No

If yes please give details:

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Do you have any medical problems? Yes/No

If yes please give details:

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Name and address of Next of Kin:

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Do you have a Saturday job? Yes/No

Are you already in training with another

company/college? Yes/No

In your present job how often do you:

(Please tick the answer closest to your situation)

	Every day	Sometimes	Never
Organise your own work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work to a deadline?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work as part of a team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Give information to others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Give support to others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate in deciding which activities to do with the children each day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ask questions when you have a problem?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use your own initiative?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When have you had to ask for further information?

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When have you given support to another member of staff?

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What information do you give to parents?

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



## Employer Report:

We would be grateful if you could ask your manager to complete this section to help us gain a better understanding of you and be able to provide you with more relevant information at the start of your course.

Since starting work in this job, I can confirm that this person is: (Please tick the most appropriate answer)	Yes	No	Not Seen
Able to relate to children and show warmth towards them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committed to completing their training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aware of the physical hard work required of the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A good time keeper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Showing personal maturity, can take instructions, works willingly as part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willing to learn and evaluate their own practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willing to seek advice and support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Showing the potential to develop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to remain calm under pressure and in a crisis/emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrating an anti-discriminatory attitude and awareness of prejudice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to organise their own work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to work to a timescale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to understand other's responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to share ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to make decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to provide information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to be flexible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to give support to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to use own initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am recommending this applicant for training	<input type="checkbox"/>	<input type="checkbox"/>	

## Smart Training

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An equal opportunities training provider

An equal opportunities employer



European Union  
European Social Fund  
Investing in jobs and skills

Funded by



Manager's name:

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Manager's signature:

Date:

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The information you supply will be used by the Chief Executive of Skills Funding to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at [www.learningrecordsservice.org.uk/privacynotice](http://www.learningrecordsservice.org.uk/privacynotice)