

Job Application Form

CONFIDENTIAL

Please complete this form legibly and return it on or before the closing date specified in the advertisement. **Late applications will not be considered.** ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. **Curriculum vitae will not be accepted.** Candidates must outline clearly how their qualifications and experience meet both the essential and preferred requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

Personal Details

Surname		First Names	
Telephone number (Mobile)		Telephone number (Home)	
Current address:			
Postcode:		Email Address	

Current Job

Employer's name:	
Employer's address:	
Job title:	
Date commenced:	
Period of notice required	
Brief Outline of Duties	

Previous Employers (most recent first)

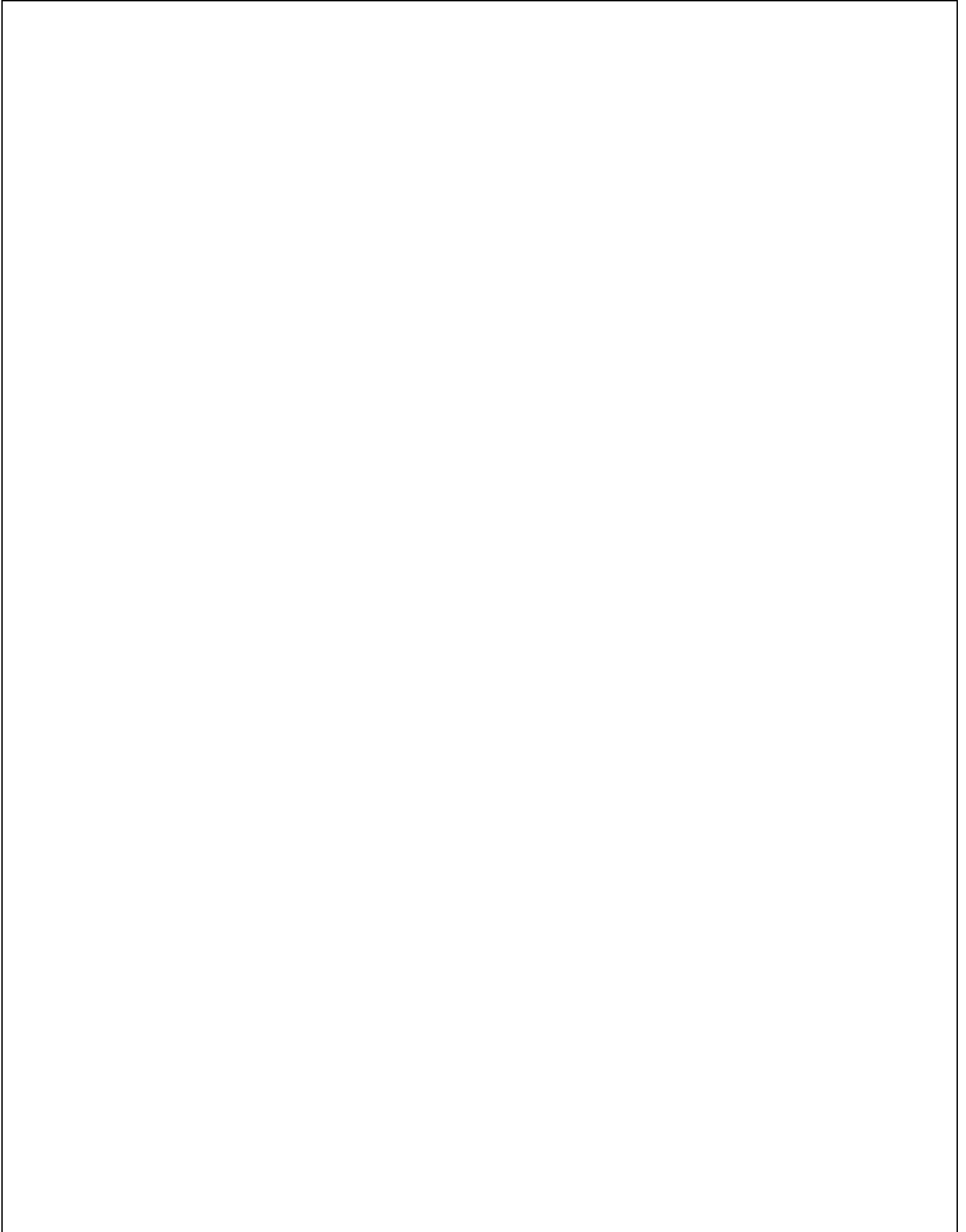
Dates from/to	Name & address of employer	Job title & main duties	Reason for leaving

Relevant educational, vocational, professional qualifications or training courses (most recent first)

Dates/duration	Establishment/ organiser	Details/Qualifications gained	Grade/ Level

How you meet the essential requirements

With close reference to the Job Description and Person Specification, please give an account of any experience/knowledge, skills and training you have which meet the requirements of this post. Please include any other information you feel is relevant in support of your application, e.g. what you can offer to the post/the organisation.



References

Please provide details of 2 referees. One must be your current (or most recent) employer.

1		2	
Email		Email	
Tel. No.		Tel. No.	

Eligibility to work:

I can confirm that I am eligible to work in the UK

Disability – reasonable adjustment

If you require us to make any reasonable adjustments that will help you to demonstrate your full potential in the recruitment process please give details.

Do you have a prosecution pending or have you ever been convicted at a court or been cautioned by the police for any offence including those classified as ‘spent’ under the Rehabilitation of Offenders Act 1974?

Yes No (please tick the appropriate box)

If yes, please use the space below to provide details of pending prosecutions, convictions, cautions and bind-over orders, including approximate date, the offence, and the court or police force which dealt with the offence. Please continue on the reverse and/or another sheet if necessary.

Equal Opportunities Monitoring

Sports Partnership Herefordshire & Worcestershire wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We need your help and co-operation to enable us to do this. Once you have submitted your application form you will be redirected to an online equal opportunities monitoring form. Completing the form is voluntary, if you choose to complete it all answers will be anonymous and are in no way linked back to your application.

DATA PROTECTION

The information collected on this form will be used in compliance with the General Data Protection Regulation (GDPR). By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the GDPR. The information may be disclosed, as appropriate, to the Board of Directors, to Occupational Health, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.

DECLARATION

I agree that any offer of employment with Sports Partnership Herefordshire & Worcestershire (SPHW) is subject to satisfactory evidence of the right to work in the UK, satisfactory references, medical clearance and satisfactory DBS. In accordance with the General Data Protection Regulation, it is agreed that SPHW may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual and/or computer form. SPHW is committed to the prevention, detection and elimination of fraud and corruption. By signing this form, I acknowledge that my personal information will be data matched for these purposes in accordance with provisions made within the General Data Protection Regulation.

More information about how SPHW collects, manages, processes and stores your data can be found in our privacy policy: <https://www.sportspartnershiphw.co.uk/privacy-policy>

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may result in my application be rejected, any offer of employment being withdrawn and, in the event of employment, dismissal or disciplinary action by SPHW.

Signed:

Date: