**APPENDIX 2 - SAMPLE APPLICATION FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICATION FORM** | | | | | | | | |
| Application for the post of: | | | | |  | | | |
| **PART A: PERSONAL DETAILS** | | | | | | | | |
| Title: | D Mr. | D Mrs. | D Miss. | | | D Ms. | | D Other |
| First Name(s): | | | | | Surname: | | | |
| Address:  *If you have lived at your current address for less than 5 years, please also provide previous address.* | | | | | | | | |
| Postcode: | | | | Email Address: | | | | |
| Mobile: | | | | Home telephone: | | | | |
| Nationality: | | | | Date of Birth: | | | | |
| Do you require a work permit? | | | | D Yes | | | D No | |
| Do you have a current driving licence? | | | | D Yes | | | D No | |

|  |  |
| --- | --- |
| **PART B: EMPLOYMENT DETAILS** | |
| Current Job Title: |  |
| Name of Employer: |  |
| Address: |  |
| Postcode: |  |
| Telephone: |  |
| Nature of Duties: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PART C: PREVIOUS EMPLOYMENT/VOLUNTEER EXPERIENCE** | | | |
| Name of Organisation: |  | | |
| Start Date: |  | Finish date (if  applicable): |  |
| Address: |  | | |
| Telephone: |  | | |
| Nature of Duties: |  | | |
| If you have any other relevant voluntary experience, please use an additional sheet of  paper. | | | |

|  |  |  |
| --- | --- | --- |
| **PART D: QUALIFICATIONS** | | |
| Academic/vocational: |  | |
| Sporting Qualifications: |  | |
| Are you a BE member? If yes, please provide membership and/or licence numbers: |  | |
| Do you have an up-to- date safeguarding qualification? | D Yes | D No |

|  |  |
| --- | --- |
| **PART E: REFERENCES** | |
| Please give details of two employment/volunteering references, one of which must be from your present/most recent employer. References will be contacted as part of  shortlisting, following interview. | |
| **Present/Most Recent Employer Reference** | **Second Employment Reference** |
| Name: | Name: |
| Job Title: | Job Title: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |

|  |
| --- |
| **PART F: CRIMINAL CONVICTIONS** |
| *Please complete Self-Declaration Form provided.* |
| An enhanced DBS criminal record check will be requested as part of pre-recruitment checks where a risk assessment has identified that it is both proportionate and relevant to the position concerned.  *Recruitment of Ex-Offenders:* ***CLUB NAME*** *will not discriminate unfairly against applicants with a criminal record. Having a criminal record will not necessarily bar an applicant from working for* ***CLUB NAME****. The nature of a disclosed conviction and its relevance to the post in question will be considered.* |

|  |
| --- |
| **PART G: ADDITIONAL INFORMATION** |
| If you consider yourself to be a disabled person, please provide details of any equipment, special arrangements or facilities you may require participate in the interview process. |
|  |

|  |  |
| --- | --- |
| **PART H: DECLARATION** | |
| I declare that, to the best of my knowledge, the information given in this application is correct. I understand that deliberate omissions and incorrect statements could lead to  my application being rejected or to my dismissal. | |
| Print Name: | Signature: |
| Date: | |
| Returning your application:  *Completed application forms can be returned either by post or email to :-*  **Your application must be returned by the specified closing date/time.** | |