Application Form

October 2020



|  |
| --- |
| APPLICATION FOR EMPLOYMENT |
| At Sported, we value your experience and suitability for the role over any identifying characteristics, such as age, gender, ethnicity and education for example. Therefore, our application form does not require any personal details other than your name, contact details and employment history (not including dates). The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. Any identifying information in your completed form will be removed before shortlisting. Where the application is successful Sported may wish to process this information (as updated periodically) for personnel and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the General Data Protection Regulation 2018.Please also note that Sported may approach third parties to verify the information that you have given. By signing this form, you will be providing the organisation with your consent to all these uses.On completion please return this form to: recruitment@sported.org.uk |

|  |
| --- |
| ROLE INFORMATION |
| Role title: |  |
| How did you hear out about this role? |  |

|  |
| --- |
| PERSONAL STATEMENT |
| Please use this section to describe how you fulfil the essential and desirable criteria of the person specification, Address each point clearly as separate headings |
|  |

|  |
| --- |
| EMPLOYMENT HISTORY |
| Please give details of jobs held (up to 10 years or all relevant), include part-time, unpaid work/volunteering assignments, starting with your current or most recent employer |
| Name and nature of business. | Job title(s) including key responsibilities & key achievements |  Length of time in post *(no date)* |
|  |  |  |

|  |
| --- |
| PERSONAL DEVELOPMENT |
| Please include any courses, membership or voluntary responsibilities you have obtained that you consider relevant, with outcomes where applicable |
|  |
| OTHER SKILLS |
| Languages spoken/written (please indicate level of competence)  |
| Computer literacy (please specify software and level of competence) |
| Do you have armed service/public duty commitments?(e.g. are you a member of the TA/ a JP/ a councillor, etc.) | Yes |[ ]  No |[ ]
| If yes, please give details:  |

|  |
| --- |
| CONTACT DETAILS |
| Current location only, i.e. ‘Bradford’ |  |
| Email address |  |
| Mobile no. |  |
| Telephone no. (Home) |  |
| Telephone no. (Work) |  |

|  |
| --- |
| GENERAL |
| Do you hold a current ‘full’ driving licence? | Yes |[ ]  No |[ ]
| Is your driving licence free of endorsements? | Yes |[ ]  No |[ ]
| Please give details of any points or driving convictions, including any pending convictions. (Any declarations are subject to the Rehabilitation of Offenders Act 1974 (as amended)) |
| Are you able to travel for the requirement of this role? | Yes |[ ]  No |[ ]
| Please indicate two people who can provide references – one of whom should preferably be your present/most recent employer. |
| Name |  | Name |  |
| Address |  | Address |  |
| Tel. no. |  | Tel. no. |  |
| Email |  | Email |  |
| Occupation |  | Occupation |  |
| Do you give permission for Sported to contact your referees prior to an offer of employment being made? | Yes / No (Please delete as appropriate) |
| OTHER INFORMATION |
| Do you know a member of staff currently working for Sported? | Yes |[ ]  No |[ ]
| If yes, please give details: |
| Are you currently eligible for employment in the UK? | Yes |[ ]  No |[ ]
| Please state what documentation you can provide to demonstrate this, e.g. British passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK. |
| Have you ever been convicted of a criminal offence? | Yes |[ ]  No |[ ]
| If yes, please give details. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended.) NOTE: due to the nature of the work the role you are applying for falls under the exempt category of the Act. As a result, please disclose unspent and spent convictions. |

|  |
| --- |
| DATA PROTECTION STATEMENT |
| The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner. |

|  |
| --- |
| DECLARATION |
| I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions (if this is required for the role), a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation as satisfactory. |
| Signed: |  | Date: |  |