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**Employment Application Form**

*Cambridge United Football Club is committed to safeguarding and promoting the welfare of children*

*and young people and expects all staff and volunteers to share this commitment.*

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type.

|  |  |
| --- | --- |
| **Vacancy Job Title** |  |

**Part 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING**

**1.** **COVERING LETTER OF APPLICATION to accompany the application form.**

**2. INITIALS SURNAME OR FAMILY NAME**

**3. PRESENT / LAST EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| **Name and address of employer** |  |  |
| **Job title** *Please enclose a copy of the job description, if possible* |  |  |
| **Date appointed to current post** |  |  |
| **Current salary** |  |  |
| **Date available to begin new job** |  |  |

**4. FULL CHRONOLOGICAL HISTORY Please** provide history in date order, most recent first, for the past 10 years, for part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | **Name and address of**  | **Dates** | **Reason**  |
| **or Position** | **employer, or description of activity** | **From** | **To** | **For****leaving**  |
|  |  | **Month** | **Year** | **Month** | **Year** |  |
|  |  |  |  |  |  |  |
| **4.1** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **4.2** |  |  |  |  |  |  |

**4. FULL CHRONOLOGICAL HISTORY (Cont’d)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | **Name and address of**  | **Dates** | **Reason**  |
| **or Position** | **employer, or description of activity** | **From** | **To** | **For****leaving**  |
|  |  | **Month** | **Year** | **Month** | **Year** |  |
|  |  |  |  |  |  |  |
| **4.3** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **4.4** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **4.5** |  |  |  |  |  |  |

**Please enclose a continuation sheet if necessary**

**5. FURTHER OR HIGHER EDUCATION Any recognised qualifications or courses attended which are relevant to the job application**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of FE College or University or Awarding Body** | **Dates****From To** | **Full or Part-time** | **Qualifications Obtained** |
|  |  |  |  |

**6. Please state in no more than 500 words why you are the best person to lead Cambridge United Community Trust to the next stage of its development as Head of Foundation.**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Address and post code** |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

**7. REFEREE**

Give here details of two people to whom reference may be made. The first referee should normally be your present employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

References may be sought if you are shortlisted for interview in accordance with our policy. Should you not wish us to contact

your referees prior to interview please state below.

**First referee**

**Second** **referee**

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Address and post code** |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

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**Part 2 Internal Ref. No.\_\_\_\_\_\_\_**

**This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.**

**9. PERSONAL INFORMATION**

|  |  |
| --- | --- |
| 1. **Surname or family name**
 |  |
| 1. **All previous surnames**
 |  |
| 1. **All forenames**
 |  |
| 1. **Title**
 |  |
| 1. **Current Address**
 |  |
|  |
|  |
|  |
| 1. **Postcode**
 |  |
| 1. **Resident at this address since**
 |  |
| 1. **Home telephone number**
 |  |
| 1. **Mobile telephone number**
 |  |
| 1. **Date of birth**
 |  |
| 1. **Email address**
 |  |
| 1. **National Insurance Number**
 |  |
| 1. **Do you have a current full driving licence?**
 | **Yes No** |
| 1. **Do you require sponsorship (previously a work permit)?**
 | **Yes No****If YES please provide details separately** |
| **17. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?**  | **Yes No****If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).** |

**10. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND‑OVERS**

If you are shortlisted, you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.

**11. DATA PROTECTION ACT 2018**

The information collected on this form will be used in compliance with the Data Protection Act 2018.  **By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 2018.** The information may be disclosed, as appropriate, to pension, payroll 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.**

 **12. DECLARATION**

 I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police.

 **Signature of Applicant Date**

 **Print Name**

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**PART 3 EQUALITY AND DIVERSITY MONITORING**

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

**Ethnic Group**

 *Please tick*

|  |  |  |  |
| --- | --- | --- | --- |
| White | WBRI | British English Welsh Northern Irish Scottish |  |
| WIRI | Irish |  |
| OOTH | Irish Traveller |  |
| OOTH | Gypsy |  |
| WOTH | Other White background |  |
| Mixed | MWBC | White and Black Caribbean |  |
| MWBA | White and Black African |  |
| MWAS | White and Asian |  |
| MOTH | Other Mixed background |  |
| Asian or Asian British | AIND | Indian |  |
| APKN | Pakistani |  |
| ABAN | Bangladeshi |  |
| CHNE | Chinese |  |
| AOTH | Other Asian background |  |
| Black or Black British | BCRB | Caribbean |  |
| BAFR | African |  |
| BOTH | Other Black background |  |
| Other ethnic group | OOTH | Arab |  |
|  | *Write in:*  |  |
| Prefer not to say | REFU |  |  |

 **Religion Disability** *Please tick* Do you consider that you have a disability? *Please tick*

|  |  |
| --- | --- |
| No religion |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion  *write in* |  |
|  |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Yes *Please complete the grid below* |  |
| No |  |
| Prefer not to say |  |
|  |  |
| My disability is: *Please tick* |
| Physical Impairment |  |
| Sensory Impairment |  |
| Mental Health Condition |  |
| Learning Disability/ Difficulty |  |
| Long standing illness |  |
| Other |  |
| Prefer not to say |  |

 **Sexual Orientation** *Please tick*

|  |  |
| --- | --- |
| Bi-sexual |  |
| Gay |  |
| Lesbian |  |
| Heterosexual |  |
| Other |  |
| Prefer not to say |  |

 **Gender** *Please tick*

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |

 **Personal relationship** *Please tick*