**Template 1: Application Form**

Confidential

**JOB APPLIED FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*BEFORE COMPLETING THIS FORM,* ***PLEASE READ THE GUIDANCE NOTES ‘APPLYING FOR A JOB’***

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| **1. PERSONAL DETAILS** |
| Surname |  | First Name |  |
| Address |  | Preferred Name |  |
| Home Tel. No. |  |
| Post Code |  | Mobile Tel. No. |  |
| Email address |  |
| Are you aged 16 or over and under 65  | Yes ❑ No ❑ |

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| **2. CURRENT OR MOST RECENT EMPLOYMENT** |
| Name of Employer |  |
| Address |  |
| Post Code |  | Telephone Number |  |
| Position Held |  | Notice Required |  |
| Date Appointed |  | Salary/Wages |  |
| **Please give a brief description of the main duties of this post:** |

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| **3. OTHER PREVIOUS EMPLOYMENT****Start with the most recent job. You should include all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You may be asked to explain any gaps.** |
| Name of employer/organisationand full address | Job Title  | Salary | From Month/Year | To Month/Year |
|  |  |  |  |  |

**We reserve the right to approach any of the previous employers listed in this section to confirm the details you have supplied.**

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| **4. EDUCATION AND QUALIFICATIONS****Please give details of your education and any qualifications obtained. This should include any qualifications for which you are studying now. You may be required to prove you have obtained qualifications you have listed.** |
| Secondary School/College/University/Institute | Qualifications and grades achieved |
|  |  |

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| **5. TRAINING AND MEMBERSHIPS****Please give details of any training you have had which you feel is relevant to the job you are applying for. Include any on-the-job training as well as formal training courses. There is no need to mention any courses listed in section 4.** |
| Title of training programme/course and brief description | Date started/completed |
|  |  |
| Membership of Professional Associations | Dates |
|  |  |

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| **6. SUPPORTING STATEMENT** |
| **Please explain below how your experience, skills and knowledge, meet the criteria for the post as described in the person specification. Make sure you address all the criteria on the person specification.***Please continue on a separate sheet if necessary* | *leave blank* |
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| **7. HEALTH** |
| Do you require any adjustments to the interview process? If yes, please give details | Yes ❑ No ❑ |
| Please give details of any disability This information is to enable us to monitor diversity and is not part of the selection process. |  |

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| 8. LEISURE PURSUITS |
| Give details of hobbies or interests, membership of any clubs or societies, voluntary work, etc. |

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| **9. OTHER DETAILS** |
| Are you able to travel freely between locations? | Yes ❑ No ❑ |
| Do you have a current driving licence? | Yes ❑ No ❑ |
| Do you need a work permit to work in the UK? | Yes ❑ No ❑ |
| *If yes, when does your current work permit expire?* |  |
| What is your National Insurance Number? |  |
| Are you related to any Rounders England employee or Board member of Rounders England? | Yes ❑ No ❑ |
| **If you have answered yes to the last question, please give details.** |

**10. REFERENCES**

References will only be required for candidates shortlisted for interview. Candidates must give names and addresses of two referees (not relatives or people with whom you live) who have first-hand experience of you working with children/young people. If you have been in employment, one referee must be your present or most recent employer. We reserve the right to ask you for further referees if necessary. Open testimonials will not be accepted.

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| --- | --- | --- |
| **A REFEREE DETAILS** |  | **B REFEREE DETAILS** |
| Name |  | Name |  |
| Position in organisation*(if applicable)* |  | Position in organisation*(if applicable)* |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Email |  | Email |  |
| Telephone number |  | Telephone number |  |
| Name by which known to your referee(s) if different from now |  |

References may be requested prior to interview, for those candidates shortlisted.

When applying for a position which involves working with children, referees will be asked to comment specifically on this.

May we contact your **referees** if you are shortlisted? **A -** Yes ❑ No ❑

 **B -** Yes ❑ No ❑

*If you have indicated NO above, please note that references will be required if you are the preferred candidate after interview.*

**11. CRIMINAL CONVICTIONS**

If my role requires me to have regular contact with young people, I understand that Rounders England will ask me to apply for a Criminal Record Bureau Disclosure (DBS) at the appropriate level in accordance with section 115 of the Police Act 1997. I confirm that I will provide the information requested on a questionnaire if I am offered employment with Rounders England.

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| **Signed** |  | **Date** |  |

**12. DECLARATION**

I declare that I have read and understood the contents of the leaflet **‘Applying for a Job ‘**

I declare that the information I have provided is a complete and true statement.

I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue, or inaccurate, then Rounders England shall be entitled to withdraw any offer of appointment or terminate any contract of employment.

I will not approach any Board member or employee of Rounders England in order to advance my appointment, as I understand this will disqualify me from consideration, other than if the advertisement invites me to contact a named individual.

I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made. Further details about data protection/GDPR will follow with any contract of employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  |  **Date** |  |
| **Print Name:** |  |

Please return your completed application form, equality monitoring form and medical questionnaire either by post or email to the address below.