**Application Form**

1. **Position applied for:**

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| **Job Title: Sport Welfare Officer** |
| **Closing Date: 13th November 2023 (9am)** |
| **How did you hear of this vacancy?** |

1. **Your Details**

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| **Last Name:**  |
| **First Name:**  |
| **Your home address:**  |
| **Post Code:** |
| Contact: |
| **Home phone number:** |  |
| **Work phone number:**  |  |
| **Mobile phone number:**  |  |
| **Email address:**  |  |
| Please indicate your preferred method of contact:  |
| **Are you eligible to work in the UK?** |
| Driving: |
| **Do you have a full current driving licence?** |
| **Do you have a vehicle available for work?** |

1. **Present Employment**

*If you are currently unemployed, please leave blank.*

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| **Job Title:** |
| **Basic Pay / Grade:**  |
| **Date Started:**  |
| **Period of notice required:**  |
| **Employer Name:**  |
| **Employer Address:**  |
| **Postcode:**  |
| **Brief outline of duties and responsibilities:**  |
| Continue on a separate sheet if necessary, placing your initials and job title at the top. |

1. **Employment History**

Please list all previous jobs including any with your present employer. Start with the most recent.

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| **Job Title:**  |
| **Employer’s Name:**  |
| **Address:**  |
| **Postcode:**  |
| **Brief outline of duties:** |
| **Date started:**  |
| **Date left:**  |
| **Reason for leaving:** |
| **Job Title:**  |
| **Employer’s Name:**  |
| **Address:**  |
| **Postcode:**  |
| **Brief outline of duties:** |
| **Date started:**  |
| **Date left:** |
| **Reason for leaving:**  |
| Continue on a separate sheet if necessary, placing your initials and job title at the top. |

1. **Employment References**

Please give details of two references. One must be from your last or current employer. We will only contact references from successful applicants. References from family and friends are not acceptable.

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| --- | --- | --- |
|  | 1st Referee | 2nd Referee |
| Name: |  |  |
| Position: |  |  |
| Company: |  |  |
| Email: |  |  |
| Telephone Number: |  |  |
| Working Relationship to candidate? |  |  |

1. **Education**

Please list any secondary, further or higher education qualifications achieved.

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| **Qualification** | **Grade Obtained** |
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1. **Training**

Please include details of any training you have undertaken, that is relevant to the position for which you are applying. Continue on a separate sheet if necessary.

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| **Training** | **Date** |
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Please list any membership of professional bodies:

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| --- | --- |
| **Professional Body** | **Membership ID** |
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1. **Experience and Skills**

Please give any information which you think will help us to consider your application, including relevant experience (voluntary or work), skills, abilities and any specialist knowledge you have. Try to relate the information to the job description and person specification for the position you are applying for. Continue on a separate sheet if necessary. Max 1500 words.

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1. **Data Protection and Rehabilitation of Offenders**

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| **Data protection statement** |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of contract to process the information provided by you in this form.Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.For more information on how we use the information you have provided, please see our privacy notice for job applicants which is on our website.  |
| **Rehabilitation of offenders** |
| Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 which means that spent convictions must be disclosed and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition you are required to submit to a Disclosure and Barring check. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential. Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required). If yes, please provide these details separately in an email to hr@activehumber.co.uk. Please title your email with your full name and CONFIDENTIAL.  |

1. **Declaration**

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to Active Humber being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and, when requested, a medical report (in line with the operation of the Equality Act 2010).

Signed Date

You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number.

Please return applications to: hr@activehumber.co.uk