



Sale Sports Club Job Application Form

Post Applied for:

Closing Date:

Interview Date:

It is important that you read the guidance notes before completing this application form. Please complete this form fully using black ink or type. C.V.s are not accepted. Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1 Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone N^o:

Daytime Telephone N^o:

Mobile Telephone N^o:

E-mail address:

Can we contact you at work? Yes No

Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes No

Are you 64 ½ or over? Yes No

Driving Licence – if relevant to post applied for.

Do you hold a full, clean driving licence valid in the UK? Yes No

Transport

Do you have access to a vehicle for employment purposes? Yes No

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

Section 2 Present Employment

Present Employment (If now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Salary:

Department / Section:

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice:

Last day of service

(if no longer employed):

Reason for leaving

(if no longer employed):

Did you receive any redundancy payment or retirement benefit?

Yes

No

Section 3 Previous Employment

Previous Employment (most recent employer first). Please cover the last 10 years and state nature of business

Name of Employer:

Position Held:

Summary of duties:

Date From:

Date To:

Reason for leaving:

Name of Employer:

Position Held:

Summary of duties:

Date From:

Date To:

Reason for leaving:

Name of Employer:

Position Held:

Summary of duties:

Date From:

Date To:

Reason for leaving:

Continue on a separate sheet if necessary

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list the highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/ Management Qualifications	Course Details

Membership of any Professional / Technical Associations- Please state level of Membership:

Continue on a separate sheet if necessary

Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course

Continue on a separate sheet if necessary

Section 6 Personal Statement

Abilities, skills, knowledge and experience.

Please indicate briefly (no more than 1500 words) why you are applying for this job. You should highlight here any particular skills and previous experience you have that you feel makes you a strong candidate. When doing so, you should remind yourself of the key knowledge and skills required for the job as detailed in the job description.

Continue on a separate sheet if necessary

Section 7 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offenders act 1974? (See Guidance Notes). Yes No

If yes, please give details / dates of offence(s) and sentence:

Section 8 Protecting Children and Vulnerable Adults

The following information may be required if the post you are applying for has a requirement for a Criminal Records Bureau police check. (See Guidance Notes).

Enhanced Checks Only (refer to Job Application Pack)

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? Yes No

Section 9 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment that has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities. (See Guidance Notes).

Do you have a disability that is relevant to your application? Yes No

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

If you do have a disability that is relevant to your application, do we need to make any specific arrangements in order for you to attend the interview? Yes No

If yes, please give details:

Section 10 Health

Are you generally in good health? If no, please give details:

Number of days sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

Section 11 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1

Name:

Position (job title):

Work Relationship:

Organisation:

Address:

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode	<input type="text"/>

Telephone N^o:

E-mail:

Are you willing for this referee to be approached prior to the interview?

Yes

No

Reference 2

Name:

Position (job title):

Work Relationship:

Organisation:

Address:

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode	<input type="text"/>

Telephone N^o:

E-mail:

Are you willing for this referee to be approached prior to the interview?

Yes

No

Media:

Please state where you saw this post advertised

Section 12 Declaration

A. Relatives/Other Interests

Any candidate who directly or indirectly canvasses a Club Officer or employee of the Club will be disqualified from consideration for the job. The Club does not bind itself to appoint any applicant.

Are you related to or do you have a close personal relationship with Club Officer(s) or employee(s) of Sale Sports Club? Yes No

If yes, specify name(s), position(s) and relationship(s)

If appointed, do you have any interests or hold any appointments that may conflict with employment by the Club in the role for which you have applied? Yes No

If yes, please detail on a separate sheet. (See Guidance Notes)

B. Statement to be Signed by the Applicant

The Club is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I acknowledge that the Club is under a duty to protect the member's funds it administers and to this end I agree it may use information provided on this form for prevention and detection of crime and it may share this information with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes.

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold

Signed:

Date:

(NB. Candidates selected for interview will normally be notified within three weeks of the closing date. Unfortunately applicants who do not hear from Sale Sports Club must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post. If you would like to know if we have received your application form please enclose a stamped addressed post card.)

Sale Sports Club undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

If you are returning this form by email, you will be asked to sign your application at interview.

RETURNING THIS FORM



By Hand or Post:

Rob Moore
Sale Sports Club
32 Rowan Avenue
Sale
Cheshire
M33 3NG

By E-Mail:

information@salesportsclub.com

Enquiries:

Telephone: 07775 880433