

Application Form for Employment Personal Information (Confidential)

Position Applied For:

Date Completed:

Please complete this accurately, giving as many details as possible of your skills and experience relating to the job application. Short-listing will be based on the information gathered from the form.

If you are successful in securing the position you will be required to provide relevant evidence to support your answers to certain questions within this application form.

If completing the form by hand, please use **block capitals**.

Section 1: Personal Details

Full Name:

Home Address:

Post Code:

Date of Birth:

Home Telephone:

Please tick preferred option

Mobile Telephone:

Please tick preferred option

Email Address:

National Insurance No:

FA Fan ID Number:

Have you applied to, or worked for, Watford Football Club or The Trust before? If yes, please give details:

Yes / No

Section 2: General Information

Do you hold a current and valid UK driving licence?				Yes / No	
What type of driving licence do you hold?	Full <input type="radio"/>	Provisional <input type="radio"/>	LGV <input type="radio"/>	PCV <input type="radio"/>	
Do you have use of a car?				Yes / No	
Do you have any penalties on your driving licence?				Yes / No	
We are an Equal Opportunities employer. If you have a disability and would like special arrangements to be made should you be invited for interview, please state your requirements below:					

Section 3: References

State names and company addresses of two managers / supervisors. Please ensure one is your current and / or last employers. If this is your first role, please provide two personal references (not a relative) who can provide a reference. These must be people who have known you for a minimum of five years.

First Referee	
Contact Name:	
Job Title:	
Company Name:	
Company Address:	
Telephone No:	
Email:	
Time Known:	
May reference be taken up before interview?	Yes / No

Section 3: References (continued)

Second Referee

Contact Name:

Job Title:

Company Name:

Company Address:

Telephone No:

Email:

Time Known:

May reference be taken up before interview?

Yes / No

Section 4: Work History

Please give details from the last seven years of employment. Please start with your current or most recent employer. If currently unemployed, give details of last employer. Please continue on to a separate sheet if necessary.

Current / Last Employer

Current or Last Employer's Name:

Dates of Employment

Job Title:

Main Responsibilities:

Reason for Leaving:

How much notice are you required to give to your current employers?

Section 4: Work History (continued)

Former Employer

Current or Last Employer's Name:

Dates of Employment

Job Title:

Main Responsibilities:

Reason for Leaving:

Former Employer

Current or Last Employer's Name:

Dates of Employment

Job Title:

Main Responsibilities:

Reason for Leaving:

If there are any interval where you have not held a job or been studying, please tell us what you have been doing?

Section 5: Education

Are you presently in, or intending to return to, full or part-time education?

Yes / No

Please list Highest Qualifications first

Name and Address of School / College / University / Institute / Professional Body	Course/Qualification (including GCSE / O or A Levels, NVQ's, work related courses and any Further or Higher education)	Grade Obtained	Year Taken

Section 6: Personal Development

Include any other courses e.g. membership, voluntary work, experiences or responsibilities that you consider relevant:

Section 7: Relevant Skills and Knowledge

Include any relevant skills and knowledge that you feel would support your application:

Section 8: Qualifications, Training and Personal Development

Please ensure all football, sports and youth work specific qualifications are included. Please continue on a separate sheet if necessary:

Relevant Qualifications	Date Obtained

Other Professional / Technical / Management Qualifications	Date Obtained

Membership of Professional / Technical / Management Qualifications - (Please continue on separate sheet if necessary):	Date Obtained

Section 9: About You	
Are you a British subject or a national of any EU Country?	Yes / No
If not, do you have the right to work in the UK and a current work permit?	Yes / No
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? If yes, please provide details:	Yes / No
If you are successful in your application, would you require a working permit prior to taking up employment? The Asylum and Immigration Act 1996 requires us to seek proof of your right to work in the UK. You will be asked to provide original documentation during the recruitment process	Yes / No
If yes, please state below the expiry date of your right to work in the UK and / or your work permit.	Yes / No
Do you have / will you have any other employment or work (including casual, paid, unpaid, voluntary or charity work?) If yes, please provide details below:	Yes / No
Do you have any medical conditions or health problems that affect your ability to carry out the work activities for the position for which you are applying if so, please detail below?	Yes / No
Have you ever been restricted from certain work activities in the past? If yes, please provide details and which work activities you were restricted from participating in:	Yes / No
Do you have any holidays booked? If yes, please specify dates:	Yes / No
When can you start work? (please give earliest start date):	

Section 10: Safer Recruitment

Have you ever been convicted of any offence?	Yes / No
Have you ever been subject to a caution, reprimand or final warning; a Bound Over Order?	Yes / No
Are you at present the subject of pending prosecutions or current criminal investigations?	Yes / No
Are you disqualified from working with children and young people, either through a court Imposed disqualification order or through your inclusion on either the Department of Health or Department of Education and Skills Lists of those banned from working with children or The POCA Register?	Yes / No
Are you a person known to any social services department as being an actual or potential risk to children?	Yes / No
Have you or a member of your family living with you or a person not related to you but living in your home, been the subject of a child protection investigation or enquiry either currently or in the past?	Yes / No
Have you ever had a child for whom you had caring or parental responsibility removed from your care?	Yes / No
Have you ever had a child for whom you had caring or parental responsibility on the child protection registers?	Yes / No
Are you the subject to any pending disciplinary action against you or have you been subject to a disciplinary investigation?	Yes / No
Has a previous employer ever taken disciplinary action against you or have you been subject to a disciplinary investigation?	Yes / No
Have you had a disciplinary sanction from The FA or other governing body relating to child welfare or child abuse?	Yes / No
Has a previous employer dismissed you?	Yes / No
Have you ever been asked to leave a sporting organisation in the past?	Yes / No
Has a young person made an allegation against you involving abuse, malpractice or professional misconduct?	Yes / No
Do you currently hold an Enhanced DBS (Disclosure and Barring Service) certificate?	Yes / No
If yes, please state:	<p>Date of Issue:</p> <p>Issued By:</p> <p>Disclosure No:</p>

Section 10: Safer Recruitment (continued)

<p>We will need to know if your circumstances have changed since the offending behaviour and whether you can give reassurance that this is in the past and you are a reformed character. At interview, we will ask you to clarify information in your application. If you are attaching additional information relating to the above questions please tick.</p>	<input type="radio"/>
<p>I have read and understood what has been asked of me in this form. I can confirm the information that I have provided in support of my application is a complete and true record and there is no reason I cannot work with children, young people (under 18 years) or vulnerable adults</p>	Yes / No
<p>I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.</p>	Yes / No
<p>In accordance with the organisation's procedures, if required, I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the discloser with the agencies providing it.</p>	Yes / No
<p>I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people or vulnerable adults.</p>	Yes / No
<p>I understand that the information contained on this form, the result of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children, young people or vulnerable adults.</p>	Yes / No
<p>I agree to undertake an Enhanced DBS check, at my own expense, in accordance with The Trust's recruitment policies and procedures.</p>	Yes / No

Section 11: 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 work. 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 with your application and are offered assignments with us, the information will be used in the administration of your employment with us and to provide you with information about us or 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 other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form, we will be assuming that you agree to the processing of sensitive personal data in accordance with the Data Protection Act 1998

Section 12: Application's Declaration

It is important that the information you provide is accurate and that all sections are completed. Your signature below confirms that the information you have given is accurate and true. You understand that providing misleading or false information will disqualify you from appointment or, if appointed may result in your removal from the casual workers, volunteers / other register and thus not offered any assignments / work.

Signed:	Print Name:	Date:
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For Office Use Only

Verified By (Signed):	Print Name:	Date:
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NCS Only: Wave Dates Applying for (can tick more than one)

Wave 1, 4 weeks 24/06/19 – 19/7/19	Wave 2, 4 weeks 8/7/19 – 2/8/19	Wave 3, 4 weeks 22/7/19 – 16/8/19
Wave 4, 4 weeks 05/8/19 – 30/8/19	Free the whole summer, from 24/6/19 – 30/8/19	
Specific dates can't do during Wave chosen:		

Equal Opportunities Monitoring

Personal Information (Confidential)

Print Name:	I prefer not to provide this information <input type="radio"/>
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The information contained on this form is considered sensitive personal data. This data is held as a means of monitoring, promoting and maintaining Watford FC's Community Sports and Education Trust (The Trust) Equal Opportunities Policy. It is generally recognised that discrimination can often be unintentional and we therefore monitor the data to ensure no group is disadvantaged before, during or after their employment with The Trust.

The data you provide on this form will be held in the strictest confidence but may be required by funding bodies or other associated organisations. Any data supplied to an external organisation will not disclose the person's name or enable identification by any other means. The data provided will be held on your manual personnel file and on the computerised database. Completion of this form indicates your acceptance and consent towards storing and processing the data as described above. The Trust's Equal Opportunities Policy can be provided on request.

Section 1: Ethic Origin

I would describe my ethic origin as:

White	Mixed / multiple ethnic groups	Asian or Asian British	Black/African/ Caribbean/British	Other
British <input type="radio"/>	White & Black Caribbean <input type="radio"/>	Indian <input type="radio"/>	African <input type="radio"/>	Arab <input type="radio"/>
English <input type="radio"/>	White & Black African <input type="radio"/>	Pakistani <input type="radio"/>	Caribbean <input type="radio"/>	<input type="radio"/>
Scottish <input type="radio"/>	White & Asian <input type="radio"/>	Bangladeshi <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Northern Irish <input type="radio"/>	<input type="radio"/>	Chinese <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Welsh <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Irish <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gypsy / Irish Traveller <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify) <input type="radio"/>	Other (please specify) <input type="radio"/>	Other (please specify) <input type="radio"/>	Other (please specify) <input type="radio"/>	Other (please specify) <input type="radio"/>

Section 2: Gender

Male	<input type="radio"/>	Female	<input type="radio"/>	Transgender	<input type="radio"/>	Other (please specify)	<input type="radio"/>	I prefer not to answer	<input type="radio"/>
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Section 3: Sexual Orientation

Bisexual	<input type="radio"/>	Gay Man	<input type="radio"/>	Gay Woman / Lesbian	<input type="radio"/>
Heterosexual / Straight	<input type="radio"/>	Other (please specify)	<input type="radio"/>	I prefer not to answer	<input type="radio"/>

Section 4: Religion or Belief

No religion	<input type="radio"/>	Christian (all denominations)	<input type="radio"/>	Buddhist	<input type="radio"/>
Hindu	<input type="radio"/>	Jewish	<input type="radio"/>	Muslim	<input type="radio"/>
Sikh	<input type="radio"/>	Other (please specify)	<input type="radio"/>	I prefer not to answer	<input type="radio"/>

Section 5: Age Group

16 - 25	<input type="radio"/>	26 - 35	<input type="radio"/>	36 - 45	<input type="radio"/>
46 - 55	<input type="radio"/>	56 - 65	<input type="radio"/>	66 - 70	<input type="radio"/>
Over 70	<input type="radio"/>	I prefer not to answer	<input type="radio"/>		

Section 6: Disability

The Equality Act defines disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities'.

Do you consider yourself to have a disability?

Yes (please specify)	<input type="radio"/>	No	<input type="radio"/>	I prefer not to answer	<input type="radio"/>
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Section 7: Advertising

How did you become aware of this vacancy?

Watford FC email (Internal)	<input type="radio"/>	Watford FC Website	<input type="radio"/>	Watford FC Social Media (please specify)	<input type="radio"/>
Trust email (Internal)	<input type="radio"/>	Trust Website	<input type="radio"/>	Trust Social Media (please specify)	<input type="radio"/>
Website (please specify)	<input type="radio"/>	Recruitment Agency (please specify)	<input type="radio"/>	Specialist Publication (please specify)	<input type="radio"/>
University / College / School (please name)	<input type="radio"/>	Employee Introduction (please name employee)	<input type="radio"/>	Other (please specify)	<input type="radio"/>