

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.*

*We are committed to creating an inclusive workplace and welcome applications from disabled candidates. If you require any adjustments during the recruitment process, please let us know.*

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. Please note that checks may be carried out to verify the contents of your application form.

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Initials** |  | **Surname or Family name** |  |

1. **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** |  |
| **Salary expectations** |  |
| **Date available to begin new job** |  |

1. **FULL CHRONOLOGICAL HISTORY**

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and 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** |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **4.2** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **4.3** |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **4.4** |  |  |  |  |  |  |
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| **4.5** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **4.6** |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **4.7** |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **4.8** |  |  |  |  |  |  |

**Please enclose a continuation sheet if necessary**

**5. SECONDARY EDUCATION & QUALIFICATIONS (e.g. GCSE)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School/College** | **From** | **To** | **Qualifications Gained** |
|  |  |  |  |

**6. 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** |
|  |  |  |  |

**7 OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS**

|  |
| --- |
|  |

**8. Please state in no more than 500 words why you consider you are suited to this role and what skills and experience you think you would bring to Cambridge United Football Club**

|  |
| --- |
|  |

**9. REFEREES**

**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.**

**If you have worked in regulated activity with children, young people, or adults at risk previously, please use this organisation as a referee.**

**References may be sought if you are shortlisted for the position in accordance with our policy.**

**First referee**

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

**Second referee**

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

**Part 2**

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.

**10. 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?**  | **Yes No****If YES, please specify** |

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

If you are shortlisted, you will be required to complete a “Self-declaration” 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.

**12. DISCLOSURE & BARRING SERVICE CHECKS & RECRUITMENT OF EX-OFFENDERS**

For certain roles, successful applicants will be required to undertake an Enhanced Disclosure & Barring Service DBS Check.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

**13. 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.

 **14. ONLINE SEARCHES**

The Club may carry out a public facing online search of all the candidates who have been shortlisted for interview. The search may extend to a Google search and any social media profiles (e.g. Facebook, X, and Instagram) plus any other online information that appears from the initial search.

 **15. 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**

**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.

**Please tick ✓**

**AGE**

☐ 18 – 24

☐ 25 – 34

☐ 35 – 44

☐ 45 – 54

☐ 55 – 64

☐ 65 +

☐ Prefer not to say

**SEX**

Are you?

*Help Text - If you are considering how to answer, use the information on your birth certificate or Gender Recognition Certificate.*

❏ A man

❏ A woman

❏ Other, please specify (e.g. non-binary) ……………...

☐ Prefer not to answer

**GENDER IDENTITY**

Transgender or Trans is an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth.

Do you identify yourself according to this definition?

❏ Yes

❏ No

☐ Prefer not to answer

**ETHNIC GROUP OR BACKGROUND**

What is your ethnic group or background?

*Help text - Choose one section from A to E, then tick one box to best describe your ethnic group or background.*

A White

❏ English, Welsh, Scottish, Northern Irish or British

❏ Irish

❏ Gypsy or Irish Traveller

❏ Roma

❏ Any other white background, write in …………………………………………………...

B Mixed or Multiple ethnic groups

❏ White and Back Caribbean

❏ White and Black African

❏ White and Asian

❏ Any other Mixed or Multiple background, write in ……………………………………………….

C Asian or Asian British

❏ Indian

❏ Pakistani

❏ Bangladeshi

❏ Chinese

❏ Any other Asian background, write in …………………………………….

D Black, Black British, Caribbean, or African

❏ Caribbean

❏ African

❏ Any other Black, Black British, or Caribbean background, write in ……………………………………

E Other ethnic group

❏ Arab

❏ Any other ethnic group, write in …………………………………………

☐ Prefer not to answer

**DISABILITY**

Do you have any physical or mental health conditions or illnesses lasting or expected to last

❏ Under 12 months (Go to next question)

❏ 12 months or more (Go to next question)

❏ Not relevant

☐ Prefer not to answer

Do any of your physical or mental health conditions or illnesses reduce your ability to carry out day to day activities?

❏ Yes, a lot (Go to next question)

❏ Yes, a little (Go to next question)

❏ Not at all (Go to question x)

☐ Prefer not to answer

How would you describe your physical or mental health conditions or illnesses? Please tick all the boxes that apply to you.

☐ Hearing impairment (Deaf or hard of hearing)

☐ Learning difficulty (e.g. movement co-ordination difficulty (Dyspraxia), Dyslexia, etc.)

☐ Learning impairment/disability (e.g. Down’s Syndrome, etc.)

☐ Long-term illness (e.g. cancer, HIV+, etc.)

☐ Mental health condition

☐ Physical impairment – ambulant (I do not use a wheelchair)

☐ Physical impairment – wheelchair user

☐ Social/communication (e.g. autistic spectrum disorder, Asperger’s Syndrome, etc.)

☐ Sight impairment (blind or partially sighted)

☐ Other, please specify………………………

☐ Prefer not to answer

**SEXUAL ORIENTATION**

Which of the following best describes your sexual and/or romantic orientation?

❏ Bi (Bisexual)

❏ Gay or lesbian

❏ Heterosexual/straight

❏ Other sexual and/or romantic orientation, please specify …………………………...

☐ Prefer not to answer

**RELIGION**

What is your religion?

❏ No religion

❏ Buddhist

❏ Christian (all denominations)

❏ Hindu

❏ Jewish

❏ Muslim

❏ Sikh

❏ Any other religion, write in ………………………………………………….

☐ Prefer not to answer

**MAIN LANGUAGE**

What is your main language?

❏ English

❏ Welsh

❏ Other, write in (including British Sign Language) …………………………………

☐ Prefer not to answer