

# APPLICATION FORM

## Casual Football Worker - Matchday

Please complete all sections in block capitals

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### Personal details

Surname \_\_\_\_\_ Preferred Title \_\_\_\_\_ Mr/Mrs/Miss/Ms \_\_\_\_\_

First name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Home Tel No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Work Tel No: \_\_\_\_\_ Do you have a full driving licence? \_\_\_\_\_

### Eligibility to work

Do you hold a UK passport? Yes / No

Do you require a permit to work in the UK? Yes / No

You will be required to provide evidence of eligibility criteria.

### Criminal Record

In most cases a spent criminal record need not be declared. However, certain posts are exempt from the Rehabilitation of Offenders Act 1974 and even a spent conviction must be disclosed. It will be indicated to you in further particulars if the post for which you are applying is exempt. If you have an unspent criminal record you must always declare it. If you have a criminal record, which is spent but it is indicated within the vacancy information that the post for which you are applying is covered by an exception, you must disclose any spent offences. Failure to disclose such convictions could result in disciplinary action or dismissal. The successful applicant for any post exempt from the Rehabilitation of Offenders Act 1974 will be required to give consent for the Club to check your criminal record status through independent verification (e.g. Disclosure and Barring Service (DBS), previously CRB checks). Information will be kept in strict confidence. Any offer of employment will be subject to the Club being satisfied with the outcome of these checks.

Have you any Criminal Conviction(s)? Yes / No

Have you ever been subject to a football banning order? Yes / No

If yes, please give details:

\_\_\_\_\_



## Previous experience / specialist skills

Please give details of any relevant experience in dealing with the public or any specialist spectator safety skills that you possess.

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Do you have any of the following qualifications?

Fire safety Yes / No Spectator Safety Yes / No

SIA Licence Yes / No First Aid Yes / No

Are you fluent in any language other than English? Yes / No

If answered yes to any of the above, please provide details

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## Other Qualification and relevant training

Please list any other relevant qualifications including membership of professional societies and/or associations.

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## Employment

Present or most recent employer

Post title

Start date

Leaving date (if applicable)

Address

Reason for leaving (if applicable)

Brief details of present main duties/responsibilities of your post.

## Supporting Statement

Please use this section to state your reasons for applying for this post. Outline the skills & experience you have gained, either in paid work, unpaid/voluntary work, work at home, through your studies, through your leisure activities which you think are relevant to the job, and which you believe makes you suitable for the post. Be sure to include any relevant achievements. If you require more space please attach extra pages.



## References

Including your current or most recent employer please give the name and contact details of two referees. Referees should be able to comment on your work and/or educational background and shouldn't be related to you. In signing this form you are giving the Club permission to request personal information about you from your referees, which may include confirmation of your, attendance record and work history.

Full Name \_\_\_\_\_ Title/Position \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Can the referee be contacted prior to interview? \_\_\_\_\_ Yes / No \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_ E-mail Address \_\_\_\_\_

Full Name \_\_\_\_\_ Title/Position \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Can the referee be contacted prior to interview? \_\_\_\_\_ Yes / No \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_ E-mail Address \_\_\_\_\_

## Confirmation of details

I confirm that all the information given in this application is correct to the best of my knowledge, that all the questions related to me have been accurately and fully answered and that I am in possession of the qualifications I claim to hold. I understand that my omission or misrepresentation may render me liable to dismissal should I be employed.

I give my consent for Wolverhampton Wanderers Football Club to record, process and validate my personal information and sensitive personal data in line with the Data Protection Act 1998 and all other legislative provisions. My consent is conditional upon Wolverhampton Wanderers Football Club complying with its legal duties and obligations relating to the recording and use of this information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return your completed application to:  
Stadium Dept, Wolverhampton Wanderers FC, Molineux Stadium, Waterloo Rd, Wolverhampton, WV1 4QR



# Job Specification

## Casual Football Worker - Steward

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### Role

You should be able to demonstrate superb customer care, communication skills, be professional at all times and ensure spectator safety. This is a casual role primarily working on a Match day (which can be either weekend or evening) so can be balanced with your main job or studies, although additional hours may be available.

### Key duties

The key duties will include:

- An understanding of their general responsibilities towards the health, safety and welfare of all spectators including those with disabilities, children, other members of staff, playing staff and themselves.
- To enforce the Ground Regulations and where appropriate the criminal law.
- Control and direct spectators
- Assist in the safe operation of the ground, without viewing the activity taking place
- Be able to provide basic emergency first aid and respond in a calm manner to any emergencies

Stewards should be reliable, enthusiastic, polite, confident, able to work as part of a team and on their own initiative.

Attendance is for four hours on a Match day, however, a degree of flexibility in this role is essential as working additional hours may be required.

### Training

All stewards are required to successfully complete the NVQ Level 2 Spectator Safety course within 12 months of starting, this will mean that you will be required to attend training courses on days other than Matchday to develop your competence as a steward.

