

APPLICATION FORM

CONFIDENTIAL

Please complete all sections in block capitals

and return to Laura Cowley, Wolves Community Trust, Molineux Stadium,
Waterloo Rd, Wolverhampton, WV1 4QR

Vacancy details

Job Title:

Post Ref. No.:

Department:

Closing Date:

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. Criminal Records Bureau: CRB). 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

If yes, please give details:

Disability

The Disability Discrimination Act 1995 (DDA) protects disabled people. The DDA defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability according to the terms given in the DDA?

Yes

No

Prefer not to say

On reading the enclosed job description, do you feel that your disability may affect your capability to fulfil the requirements of the job? Please specify:

Do you require any adjustments to be made or equipment to be supplied to enable you to attend an interview, should you be invited?

Yes

No

Please state adjustments/equipment required:

Education

Secondary & Further Education, GCSE, 'O' Level, A – Levels, GNVQ or equivalent
Please use the additional information section or a separate piece of paper, if necessary

Dates (From/To)	Place of Study	Subject & Level ie. GCSE English	Grade	Date Gained (or expected)

Education (cont.)

Higher Education – Degree, Postgraduate Qualification etc

Please use the additional information section or a separate piece of paper, if necessary

Dates (From/To)	Place of Study	Subject & Level ie. BA Fine Art	Grade	Date Gained (or expected)

Other Qualifications and relevant training

Please list any other relevant qualifications including membership of professional societies and/or associations, including dates attended and duration

7. Employment

Present or most recent employer

Post Title

Date Appointed

Salary

Other Benefits

Notice Required

Name and Address of Employer

Reason for leaving.

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

Career history

Please use the additional information section or a separate piece of paper, if necessary

Dates (From/To)	Employers Name & Address	Post Title	Duties

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 for which you are applying, 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. In signing this form you are giving the Trust permission to request personal information about you from your referees, which may include confirmation of your previous salary, 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 Wolves Community Trust 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 Wolves Community Trust complying with its legal duties and obligations relating to the recording and use of this information.

Signature

Date

Please return your completed application to:

Laura Cowley, Wolves Community Trust, Molineux Stadium, Waterloo Rd, Wolverhampton, WV1 4QR