

APPLICATION FORM

CONFIDENTIAL

Please complete all sections in block capitals and email to jobs@wolves.co.uk, or return to Wolves HR Dept. Molineux Stadium, Waterloo Road, Wolverhampton WV1 4QR

1. Vacancy details

Job Title: _____ Post Ref. No.: _____

Department: _____ Closing Date: _____

2. Personal details

Surname: _____ Preferred Title _____

First Name: _____

Home Address: _____

Post Code: _____

Home Tel No: _____ Mobile No: _____

National Insurance No: _____

E-mail Address: _____

Work Tel No: _____ When can you start work for us? _____

3. Eligibility to work

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

You will be required to provide evidence of eligibility criteria.

4. Criminal Record

Having a criminal conviction will not necessarily preclude you from working with us. We will generally only take account of previous convictions if the nature of the offence is relevant to the type of work you would be doing. Generally you will only be asked to disclose any unspent convictions as defined by the Rehabilitation of Offenders Act 1974. However, certain posts are exempt from the Act and require that you disclose any conviction, caution or binding over including those that are considered "spent" under the Act. If the post you are applying for requires such a disclosure this will be indicated in the job description.



Have you ever been convicted, cautioned or bound over, or are you waiting to hear about a criminal conviction which is not considered spent? Yes / No

If yes, please give details of any UNSPENT convictions or cautions you may have:

Disclosure and Barring Service (DBS) Check

Are you applying for a job that requires a DBS check or is exempt from the Rehabilitation of Offenders Act 1974? Yes / No

This information can be found in the job description.

If yes, please give details of any SPENT convictions or cautions you may have:

5. Are you currently employed by Wolves?

Yes / No

If yes, please give details of job title and start date:

6. Adjustments

Please tell us if there are any adjustments you require in order to fully participate in the application process.



7. Education

Please tell us about any qualifications or training that is relevant to the job you are applying for. Please use the additional information section or a separate piece of paper if necessary and start with the most recent first.

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

8. Professional Memberships

Please give details and registration number(s) where relevant, e.g. FA number.

You may be asked to provide evidence of your qualifications/training and memberships during the recruitment process.



9. Have you worked for us in the past?

Yes / No

If yes, please give details:

10. Are you related to anyone working at Wolves?

Yes / No

If yes, please give details:

11. Employment

Please give details of all of your employers past to present. Don't forget to include work experience or voluntary/unpaid work.

Present or most recent employer:

Post Title:

Date Started:

Salary:

Date Left:

Other Benefits:

Notice Period:

Name and Address of Employer:

Reason for leaving:

Brief details of main duties and responsibilities of your post:



Employer:

Post Title:

Date Started:

Salary:

Date Left:

Other Benefits:

Notice Period:

Name and Address of Employer:

Reason for leaving:

Brief details of main duties and responsibilities of your post:

Employer:

Post Title:

Date Started:

Salary:

Date Left:

Other Benefits:

Notice Period:

Name and Address of Employer:

Reason for leaving:

Brief details of main duties and responsibilities of your post:



Employer:

Post Title:

Date Started:

Salary:

Date Left:

Other Benefits:

Notice Period:

Name and Address of Employer:

Reason for leaving:

Brief details of main duties and responsibilities of your post:

Employer:

Post Title:

Date Started:

Salary:

Date Left:

Other Benefits:

Notice Period:

Name and Address of Employer:

Reason for leaving:

Brief details of main duties and responsibilities of your post:



12. Supporting Statement

Please explain how your experience, skills, knowledge and personal qualities meet the requirements in the job description and provide relevant examples. If you require more space, please attach extra pages, but remember it's quality not quantity that counts.

13. Further Information

Please advise us of any further information that might be relevant to the selection stage, such as any dates you are not available for interview, any pre-booked holidays, or training courses.



14. Do you have a current driving license?

Yes / No

We only need to know this information if the job requires you to hold a driving license. You will find this information in the job description.

15. References

Including your current or most recent employer please give the name and contact details of two referees. 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 previous salary, attendance record and work history. References will only be taken up if you are successful at the selection stage.

REFERENCE 1

Full Name: _____ Job Title: _____
Type of reference: Employer / Personal / Academic
Address: _____
Telephone Number: _____ Email Address: _____

REFERENCE 2

Full Name: _____ Job Title: _____
Type of reference: Employer / Personal / Academic
Address: _____
Telephone Number: _____ Email Address: _____

16. Advertisement Source

Where did you see the job advertised?



17. 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 I understand that my omission or misrepresentation may render me liable to expulsion from the Fans Parliament.

Wolverhampton Wanderers Football Club (1986) Limited is committed to protecting the privacy and security of the personal information of all applicants/candidates be that for employment in any capacity or for the Fans Parliament. We have prepared a privacy notice which describes how we collect and use personal information about job candidates during and after the application process.

Signature

Date

Please email your completed application to **jobs@wolves.co.uk** or post to:
HR Dept, Wolverhampton Wanderers Football Club, Molineux Stadium, Waterloo Rd, Wolverhampton, WV1 4QR



Diversity Form

CONFIDENTIAL

Wolverhampton Wanderers FC is committed to developing positive policies to promote equal opportunities and prohibiting unlawful or unfair discrimination on the grounds of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion and belief, sex or sexual orientation.

In order to ensure that these policies are being carried out, and as part of our ongoing commitment towards achieving equality in everything we do, the Club is monitoring the diversity of its job applicants and staff. Effective monitoring is an important tool for ensuring that we comply fully with the Equality Act 2010. Monitoring equality data is essential in allowing us to understand our workforce and who applies for roles within it.

The information you provide will allow us to implement specific programmes in order to address any under-represented groups within our workforce, potentially increasing the diversity of the Club's staff in the future. The information you provide will be treated in confidence.

Your Details

Gender:

Male

Female

Other (Please specify):

I'd prefer not to answer

Gender Reassignment - If you have undergone, are undergoing or intend to undergo gender reassignment, are you:

Transsexual with an acquired gender of male

Transsexual with an acquired gender of female

Not applicable

I'd prefer not to answer

Your age group:

Under 18

18 - 29

30 - 39

40 - 49

50 - 59

60 - 64

65 - 69

70 +

I'd prefer not to answer

Ethnicity:

White - English

Mixed - White and Black African

Asian / Asian British - Other

White - Irish

Mixed - White and Asian

Black / Black British - African

White - Scottish

Mixed - Other

Black / Black British - Caribbean

White - Welsh

Asian / Asian British - Indian

Black / Black British - Other

Gypsy or Irish Traveller

Asian / Asian British - Pakistani

Arab

White - Other

Asian / Asian British - Bangladeshi

Other

Mixed - White and Black Caribbean

Asian / Asian British - Chinese

I'd prefer not to answer



Religion or belief:

No religion Baha'i Buddhist Christian (All Denominations) Hindu Jewish
Muslim Sikh Any other religion / belief I'd prefer not to answer

Sexual Orientation:

Heterosexual Bisexual Gay Other (Please specify): I'd prefer not to answer

Disability - do you consider yourself to have a disability?

Yes No I'd prefer not to answer

If you answered yes to the above, which best describes your disability?

Visual Impairment	Mental Health Condition	Physical Impairment - wheelchair user
Hearing Impairment	Mobility	Learning Difficulty
Speech Impairment	Manual Dexterity	Learning Impairment Disability
Progressive Condition	Physical Co-ordination	Other

What effect does your disability have on your day-to-day life?

No effect Some effect Significant effect I'd prefer not to answer

I understand that the information I have provided above will be recorded and processed by the HR Department either manually and/or electronically in accordance with the Club's privacy notice and the data protection principles contained therein.

I enclose with this document a signed copy of the appropriate Consent Form.

To be forwarded immediately to the HR Department on completion.



Consent Form - General Data Protection Regulation (GDPR)

In accordance with its Privacy Notice, Wolverhampton Wanderers Football Club (1986) Limited is approaching you for your written consent to allow us to process your personal information for the specific purposes set out in this form.

1. **THE INFORMATION WE ARE REQUESTING**

We would like to collect personal information about your diversity.

2. **WHY WE REQUIRE THIS INFORMATION**

Wolverhampton Wanderers FC is committed to developing positive policies to promote equal opportunities and prohibiting unlawful or unfair discrimination on the grounds of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion and belief, sex or sexual orientation.

3. **HOW WILL WE USE THIS INFORMATION**

The information you provide will allow us to implement specific programmes in order to address any under-represented groups within our workforce, potentially increasing the diversity of the Club's staff in the future. The information you provide will be treated in confidence.

4. **WHO WILL USE THIS INFORMATION**

The Club's HR Department will use the information in accordance with paragraphs 2 and 3 of this form and we will share your anonymised personal information in a report to the business on an annual basis.

We may also share your personal information where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

5. **RIGHT TO WITHDRAW CONSENT**

You have the right to withdraw your consent provided under this form at any time. To withdraw your consent, please contact Matt Wild, Data Protection Officer at dpo@wolves.co.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

I have read and understood the content of this form and I consent to Wolverhampton Wanderers Football Club collecting, processing and transferring the personal information and for the specified purposes set out in this form.

Name

Signed

Date

