

[CONFIDENTIAL]

APPLICATION FORM



Emailed forms MUST be completed and saved using Adobe Acrobat Reader. Other software packages are not compatible.

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:

Email address:

Work Tel No:

When can you
start work for us:

3. Eligibility to work

Are you eligible to work in the UK?

You will be required to provide evidence of eligibility criteria.

Yes:

☐

No:

☐

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. 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.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

Yes:

☐

No:

☐

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

Disclosure and Barring Service (DBS) Check

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

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 Sheffield United Community Foundation?

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.

8. Professional Memberships

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

You will 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 Sheffield United Community Foundation?

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:

Notice
Period:

Other
Benefits:

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:

Notice Period:

Other Benefits:

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:

Notice Period:

Other Benefits:

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: Notice Period:

Other Benefits:

Name and Address of Employer:

Reason for leaving:

Brief details of main duties and responsibilities of your post:

If you need to provide further details for this section please attach extra pages.

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 Foundation 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 No:

Email Address:

REFERENCE 2

Full Name:

Job Title:

Type of reference:

Employer:

☐

Personal:

☐

Academic:

☐

Address:

Telephone No:

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 result in employment being terminated.

Sheffield United Community Foundation is committed to protecting the privacy and security of the personal information of all applicants/candidates be that for employment in any capacity. We have prepared a privacy notice which describes how we collect and use personal information about job candidates during and after the application process which can be found here:

<https://www.sufc-community.com/privacy-policy/>

Signature:

Date:

Sheffield United Community Foundation are passionate about ensuring that equal opportunities exist for everyone in football and this extends to our workforce. As part of our ongoing commitment to achieving equality across all areas of the The Foundation, we are monitoring the diversity of our staff and job applicants.

Sheffield United Community Foundation would really appreciate your support in completing our Equality Monitoring Survey which will be sent to you via email following receipt of this application form.

If you have any enquiries regarding the application form or the Equality Monitoring Form please contact The Foundation by emailing enquiries@sufc-community.co.uk



Consent Form - General Data Protection Regulation (GDPR)

In accordance with its Privacy Notice, Sheffield United Community Foundation 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

Sheffield United Community Foundation 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 Foundation's staff in the future. The information you provide will be treated in confidence.

4. WHO WILL USE THIS INFORMATION

The Foundation 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.

We will not pass any of the information provided in this form onto any third party. As a club participating in the Premier League Equality Standard, we may share statistical results of the equality and diversity monitoring with the Premier League. This will always be collated and this form and your answers or personal data will never be shared.

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 The Foundation at enquiries@sufc-community.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 Sheffield United Community Foundation collecting, processing and transferring the personal information and for the specified purposes set out in this form.

Name:

Signed:

Date:

