**Application Form – Confidential**

*Exeter City Football Club seeks to ensure the safeguarding, well-being and safety of all children, young people and adults at risk who engage in its activities.*

Thank you for your interest in Exeter City AFC Ltd and a position within the company. Please read carefully before completing in blue/black ink. If further space is required please attach additional sheets and include a copy of your CV. Return completed form to: **HR Department, Exeter City Football Club, St James Park, Stadium Way, Exeter, Devon, EX4 6PX or** [**hr@ecfc.co.uk**](mailto:hr@ecfc.co.uk)

**Part 1 - Vacancy Details**

|  |  |
| --- | --- |
| Position applied for: |  |
| Location: |  |
| Where did you hear of this position? |  |

**Part 2 - Personal Details**

|  |  |
| --- | --- |
| Forename: |  |
| Surname: |  |
| Home Address: |  |
| Home Telephone No: |  |
| Mobile No: |  |
| Email Address: |  |

**Part 3 – Employment History**

Please provide details of employment over the last 5 years, starting with your current or most recent employer (continue on a separate sheet if necessary)

|  |  |  |
| --- | --- | --- |
| Name of Employer: |  | |
| Address: |  | |
| Job Title: |  | |
| Brief description of duties: |  | |
| Dates of Employment: | From: | To: |
| Salary: |  | |
| Reason for leaving: |  | |
| Name of Employer: |  | |
| Address: |  | |
| Job Title: |  | |
| Brief description of duties: |  | |
| Dates of Employment: | From: | To: |
| Salary: |  | |
| Reason for leaving: |  | |

|  |  |  |
| --- | --- | --- |
| Name of Employer: |  | |
| Address: |  | |
| Job Title: |  | |
| Brief description of duties: |  | |
| Dates of Employment: | From: | To: |
| Salary: |  | |
| Reason for leaving: |  | |

|  |  |  |
| --- | --- | --- |
| Name of Employer: |  | |
| Address: |  | |
| Job Title: |  | |
| Brief description of duties: |  | |
| Dates of Employment: | From: | To: |
| Salary: |  | |
| Reason for leaving: |  | |

**Part 4 – Education, Qualifications & Training**

|  |  |
| --- | --- |
| Technical/Professional Qualifications:  (including membership of professional bodies) | Dates: |
| Further/Higher Education: | Dates: |
| Secondary Education: | Dates: |

|  |  |
| --- | --- |
| Please give details of any other training courses attended that may be relevant to this job | Dates: |

**Part 5 – Relevant Skills, Knowledge & Supporting Information**

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| --- |
| Please enter any additional relevant information in support of your application such as relevant skills, knowledge, experience & personal traits that you have which you believe are relevant. |

|  |
| --- |
| Please tell us why you have applied for a position at Exeter City AFC Ltd |

**Part 6 – Referees**

Please supply the names and contact information of two people who we can approach for a reference. *One* *should be your current or most recent employer and neither should be a relative*. Please note we would only approach your referees if you accepted a job offer with Exeter City AFC Limited.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Referee Name: |  |  |
| Occupation: |  |  |
| Company Name: |  |  |
| Address:  Post Code: |  |  |
| Email Address: |  |  |
| Telephone Number: |  |  |
| Time known: |  |  |

**Part 7 – Criminal Record**

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| --- |
| 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. Please note any criminal convictions except those 'spent', or otherwise ‘protected’, under the Rehabilitation of Offenders Act 1974. |

**Part 8 – Additional Information**

|  |  |  |
| --- | --- | --- |
| Are you eligible to work in the UK?  (Please note if you are invited to an interview you must show specific entitlement to work in the UK - Passport or Birth Certificate) | **Yes** | **No** |
| Do you have a full current driving licence? | **Yes** | **No** |
| Have worked at ECFC previously? | **Yes** | **No** |
| If you have answered yes to the above question please supply details: | | |
| If you were successful in your application, how much notice would you be required to give your current employer? |  | |
| Please supply any dates you are unavailable to attend an interview: |  | |
| Please supply the dates of any holiday you already have booked in the next 12 months: |  | |

**DBS**

The Company is required by law to carry out a criminal record check for certain volunteering roles with children, young people and vulnerable adults. If you are required to have a DBS check this will be detailed within the job advert.

**Equality Monitoring Form**

In order to operate a policy of equality we ask you to complete the anonymous enclosed form so we can monitor the effectiveness of our policy.

**Data Protection Act and the General Data Protection Regulation**

Exeter City AFC Ltd (“We “or “us”) are committed to protecting and respecting your personal data and privacy. This privacy policy relates to our use of any personal data we collect from you. Whenever you provide such information, we are legally obliged to use your information in line with all applicable laws concerning the protection of personal data; including the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) together and with other subsequent laws “Data Protection Laws”.

I consent to the organisation using the information I have provided for the purpose of recruitment and in line with the General Data Protection Regulation (GDPR) together and with other subsequent laws “Data Protection Laws”. I understand that if I am successful this information will be used to form the basis of my personnel record for the time that I am employed. I also understand that should I be unsuccessful this information shall be kept for six months or potentially longer with my consent. Further details can be found on our website on our Privacy Statement.

**Equal Opportunities**

We are an equal opportunities employer. Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process.

**Declaration**

I declare that to the best of my knowledge the information given on this form is correct. I have read and understood the above note regarding data protection and give my consent to the information I have provided to be collected and processed (any forms that are not completed in full or are submitted without a signature will not be accepted).

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

**Thank you for your application**