

**Club Doncaster Sports College**

**Employment application form**

**Office Use Only:**

**Please Note:**

*This application form is designed to be completed electronically. Fields will expand when pressing return.*

*Should you be completing this document handwritten it is suggested you use additional sheets where required.*

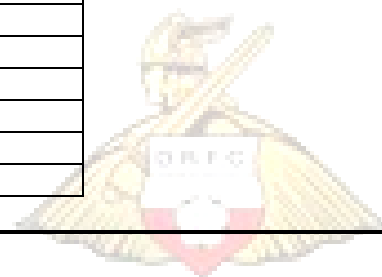
Date/Time received	
Shortlist	
Contacted	

**Post Details:**

Job applied for	
Closing date	
Where did you hear about this job?	

**Personal Details:**

Prefix (i.e. Mr, Mrs, Miss, Ms, other)	
First Name	
Surname	
Address (including postcode)	
Contact telephone number 1	
Contact telephone number 2	
Email address	
National insurance number	



**Education & Qualifications:**

Name of schools, colleges attended	Qualification		Length of study/course
	Subject	Grade	

*Note to applicant: Press Tab in the bottom right cell to increase fields*

**Other relevant training:**

Organisation	Length of course	Qualification (if appropriate)

*Note to applicant: Press Tab in the bottom right cell to increase fields*

**Employment history:**

Please list all previous jobs (paid or unpaid) starting with your most recent.

Employer	
Job title	
From	
To	
Reason for leaving	
Main duties of the post	

Employer	
Job title	

From	
To	
Reason for leaving	
Main duties of the post	

Employer	
Job title	
From	
To	
Reason for leaving	
Main duties of the post	

Employer	
Job title	
From	
To	
Reason for leaving	
Main duties of the post	

Employer	
Job title	
From	
To	
Reason for leaving	
Main duties of the post	



*Note to applicant: Copy and paste employment history cells to add more history*

**References:**

If you have worked before, or are currently working one of your references must be your past employer. Current/previous employers will only be contacted with permission post interview.

**Referee 1:**

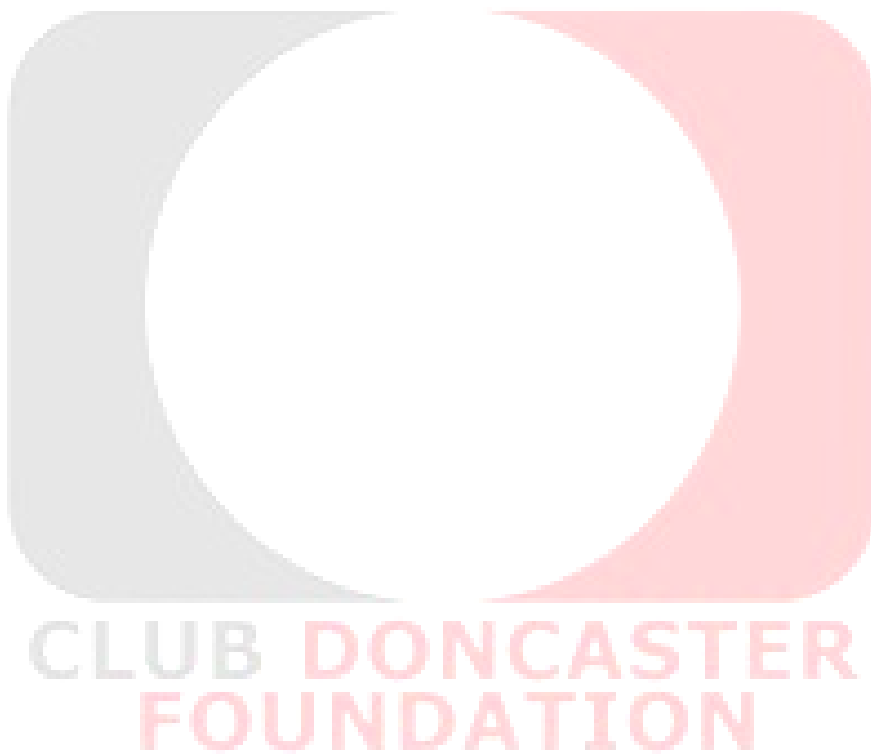
Name	
Job title	
Address	
Phone	
Email	
Type of reference (Employer, Personal, Academic)	

**Referee 2:**

Name	
Job title	
Address	
Phone	
Email	
Type of reference (Employer, Personal, Academic)	

**Skills and experience:**

Please explain how your experience, skills, knowledge and personal qualities meet the requirements of the person specification for the job you are applying for.



**Criminal Convictions:**

Have you ever been convicted, cautioned or bound over, or are you waiting to hear about a criminal conviction which is not considered to be spent?

Yes/No

If yes please provide details

**Further information**

Do you require a work permit for this employment?

Yes/No

Do you have a current driving licence and regular access to a suitable vehicle?

Yes/No

\*Do you consider yourself to be disabled?

Yes/No

*\*We need this information as all disabled applicants who meet the essential shortlisting requirements are guaranteed an interview*

**Declaration**

Are you related to any member of Club Doncaster Foundation

Yes/No

If yes please provide details including name, job title and relationship to you

I agree to you storing and using the information I have given in this application form for recruitment purposes.

As far as I know, the information I have given is true and correct. I understand that if I have made any false or misleading statements, or withheld any relevant information, it may result in disciplinary action including dismissal.

Club Doncaster Foundation reserves the right to verify any of the data supplied in your application.

Your signature: (electronic is accepted)

Date

Address

Please give any dates when you are not available for an interview within the next two months

**Please ensure you complete the equal opportunities monitoring form and return with your application.**