**LARNE COMMUNITY FOOTBALL LTD**



**A P P L I C A T I O N F O R M**

Job Reference Number:

Closing Date:

|  |
| --- |
| **OFFICIAL USE ONLY** |
| Date Application Form received: Interview: YES / NO Interview date & time:Notified on: ***SUCCESSFUL / UNSUCCESSFUL / RESERVE*** |  | **√** | DATE |
| Ref one received  |  |  |
| Ref two received  |  |  |
| Qualifications checked |  |  |
| Access NI complete |  |  |

**CONFIDENTIAL**

|  |
| --- |
| **Position applied for:**  |

####  Personal Details

|  |  |
| --- | --- |
| Surname: | Preferred title: |
| Forenames: |
| Home address: |
| Telephone: Day Evening |
| Email Address: | National Insurance No: |

##### Qualifications

|  |  |  |
| --- | --- | --- |
| Level e.g. GCSE, Degree, Diploma | **Title / Subject** | **Grade Attained** |
|  |  |  |

###### Employment History

Please start with your present role and work backwards.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Dates****From – To**  | **Employer’s Name****and address** | **Job title and Key responsibilities** | **Full-time/** **part-time/****Hours p/w**  | **Reason for****leaving** |
|  |  |  |  |  |

|  |
| --- |
| Use this space to clearly evidence how you meet the essential criteria.  |
|  |

Training Courses

Please give details of any relevant external or internal courses or training

|  |  |  |
| --- | --- | --- |
| **Date** | **Course Title** | **Length of Course** |
|  |  |  |

Supporting Statement and additional relevant Information

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| --- |
| Please use the space below to outline why you applied for the role and provide any additional information that you feel is relevant to the position applied for. |
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**Access NI Disclosure**

Candidates need to be aware that it is the policy of the organisation to obtain an Access NI Enhanced Disclosure for certain roles prior to commencing employment with the organisation.

A copy of the Access NI Code of Practice is available on request.

Larne FC has a policy on the recruitment of ex-offenders. Please note that disclosure of a conviction does not necessarily debar any applicant from obtaining employment.

Your answers will be treated with the strictest confidence.

Do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014?

If the answer is “Yes” please give details

**Right to Work in the UK**

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

Driving Ability

Do you hold a full current UK Driving Licence?

Do you have a car or can you access transport to enable you to work in various locations, if required?......................

**References:**

Please give details of two people whom we may contact for a reference. It is our policy to acquire both verbal and written references so please provide a postal address and contact number. References will be taken up immediately following acceptance of offer unless you specify otherwise. One referee should have knowledge of you in a working environment, either paid or unpaid, and must be your current/ last employer.

We cannot accept references from relatives. If you are a recent school/ college leaver please give appropriate school/ college referees. Prior consent of referees should be obtained.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Address** | **Telephone** | **Occupation of Referee** |
|  | Postal:Email:  |  |  |
|  | Postal:Email:  |  |  |

**Disability**

In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.

If you consider yourself to have or have had a disability that is relevant to the position for which you are applying please provide any relevant information about your requirements so that we can process your application fairly and make any reasonable arrangements/adjustments for your attendance at interview if shortlisted.

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**Are there any dates when you are not available for Interview?**

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| --- |
|  |

**What is your notice period with your current employer and if successful when would you be available**

**to take up the position?**

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| --- |
|  |

**Declaration**

I declare that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and give my permission for enquiries to be made to confirm qualifications, experience, date of employment, right to work in the UK and for the release by other people or organisations of necessary information to verify the content. I understand my application may be rejected and / or I may be dismissed following appointment if I have given any false or misleading information or have withheld any relevant details. I understand that employment with Larne FC is subject to receipt of satisfactory references.

**Signature of applicant** …………………………………………….. **Date**

***Please return completed form and attachments to the address given on the front page.***

*For our information please tell us where you saw the advertisement for* this post

Please complete and return this form, with the Monitoring Questionnaire by the date and time shown on the front of the form.

**LATE APPLICATIONS WILL NOT BE CONSIDERED**

**FAIR EMPLOYMNT MONITORING QUESTIONNAIRE**

***Strictly confidential***

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the ***Fair Employment & Treatment (NI) Order 1998.***

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

**Community Background:**

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Please complete this questionnaire with every application.

**TICK BOXES AS APPROPRIATE**

1. **SEX** MALE FEMALE
2. **DATE OF BIRTH** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **FAIR EMPLOYMENT MONITORING INFORMATION**

Please indicate the community to which you belong:

I belong to the Protestant Community

I belong to the Roman Catholic Community

I belong to neither the Protestant nor Roman Catholic Community

If you do not answer the above question we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form.

**NB. This questionnaire should be returned with the application form.**