

APPLICATION FORM



POSITION(S) APPLIED FOR:

How did you become aware of the vacancy?

PERSONAL DETAILS:

Title (Mr / Mrs / Miss / Ms / Other):

Surname:

First Name(s):

Address:

Postcode:

Telephone Number:

Mobile Number:

Email address:

National Insurance Number:

FAN ID Number:

Do you have a full valid
clean driving licence?

Yes

☐

No

☐

Please provide details of any points or convictions;

Please state preferred
employment type, i.e. part-time,
full-time, match-days, weekends.

Please provide the name of any person(s) to whom you may be known at DCCT.

PRESENT / LAST EMPLOYMENT DETAILS

Name of Employer:

Nature of Business:

Job Title:
 From:

 To:

Reason for Leaving (if applicable):

Salary (current or on leaving):

Provide brief details of duties performed, responsibilities, skills used or learned, advancements or promotions while you worked at this company:

Notice Required:

PREVIOUS EMPLOYMENT

Please provide details of most recent employment first. Include all periods of unemployment, travel etc so that there are no gaps in the record. Please continue on separate sheet if necessary.

Company Name	Job Title	Dates From	Employed To	Reason for Leaving

EDUCATION

School, College, University	Qualification Obtained	Grade	Date Obtained

TRAINING COURSES ATTENDED

Course Title	Training Provider	Duration	Date Completed

MEMBERSHIP OF PROFESSIONAL BODIES

Please provide details of the institution / association, and the level or grade of membership attained;

Professional Body / Association	Current Status	Date Admitted

ADDITIONAL DETAILS

Please provide details of why you are interested in applying for the post and demonstrate, using examples of how your skills, past achievements, qualifications, experience and personal qualities make you suited for the role.

REFERENCES

All appointments are subject to the receipt of two satisfactory references. Please provide details of two referees, this should be previous/current line managers who have knowledge of your work performance.

REFEREE 1

Name:	
Job Title:	
Company:	
Address:	
Email Address:	
Telephone Number:	
Job Role in which you were employed:	
Dates of Employment:	From: To:

REFEREE 2

Name:	
Job Title:	
Company:	
Address:	
Email Address:	
Telephone Number:	
Job Role in which you were employed:	
Dates of Employment:	From: To:

Do we have permission to contact your referees prior to job offer; Yes ☐ No ☐

REFERENCES

If the role for which you are applying is not exempt from the Rehabilitation of Offenders Act 1974, you only need to provide details about previous convictions which are 'unspent'.

Please confirm if you have any unspent criminal convictions.

Yes ☐ No ☐

If the position for which you are applying may involve contact with children, it is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, 'bind-overs' or any criminal convictions including any that would otherwise be considered 'spent' under the Act.

Have you ever been convicted of any offence or 'bound-over' or given a caution?

Yes ☐ No ☐

Are you currently the subject of any on-going criminal investigations or are you awaiting the outcome of any charges pending against you?

Yes ☐ No ☐

Have you had any contact with the police or involvement or findings by Civil/Family Courts in this country or abroad?

Yes ☐ No ☐

If you have replied yes to any of the above questions on this page please provide details, including dates on a separate sheet and attach it to this form in an envelope marked 'Strictly Private and Confidential – Addressee Only'.

Please note that if your application is successful you may be required to obtain a DBS Disclosure at the appropriate level.

DECLARATION

I certify that the information supplied in this application and associated attachments is complete and accurate and that I have not knowingly withheld information that might adversely affect my chances for employment. I understand that any failure to disclose information, or any attempt to mislead Derby County Football Club could result in the withdrawal of any offer of appointment, or lead to disciplinary action being taken, including dismissal, and possible criminal prosecution.

I authorise Derby County Football Club Ltd to investigate my references, work records, education, criminal background and other matters relating to the suitability of my employment.

In accordance with the Data Protection Act 1998, I agree that Derby County Football Club may hold and use personal information about me and keep in touch with me should suitable vacancies come available in the future. This information, including that contained in this form, can be stored on both manual and computer files. It will be held securely and only accessed by authorised personnel.

I confirm that I have read and understood the above declaration, and agree to Derby County Football Club Ltd holding and processing this information.

Signed: _____

Date: _____

Please attach additional information sheets as necessary.

Completed forms should be returned to;

**HR Department
Derby County Community Trust
14 Pride Point Drive
Derby
DE24 8BX**

Thank you for completing this application form and for your interest in our business.