

HARTLEPOOL UNITED FC

RECRUITMENT



Please Complete All of the Fields Below

Position(s) Applied For

Personal Details

Title

Surname

Forename(s)

Home Address

Contact Number

Email Address

National Insurance Number

Present/ Last Employment Details

Name of Employer

Your Job Title

Brief details as to the nature of your work. Include details of your role/ responsibilities

Date Appointed

Notice Required

Reason for Leaving (if applicable)

Employment History

Please include all employment history since leaving full time education, starting with the most recent. If no previous employment, please list any work experience you may have.

Employer name	Job Title	Date From - To	Reason for Leaving

Please use this area to provide details of any gaps in employment or education, including dates and reasons.

Education and Qualifications

School/ College/ University	Date From - To	Qualification Achieved	Grade(s)

References

All appointments are subject to the receipt of a minimum of two satisfactory references. All references from previous and current employers will be sought and minimum of 3 years employment (where possible).

If you are without a previous employer, please provide the name of two professional referees, e.g. Doctor, Teacher etc, who may provide a character reference.

Referee 1

Name

Position

Company

Contact

Relation to applicant

Referee 2

Name

Position

Company

Contact

Relation to applicant

Can referees be contacted prior to an interview?

Yes

No

Do you have any particular needs if you are selected for an interview?

Entitlement To Work in the UK

In order to comply with the Asylum and Immigration Act (1996) all prospective employees will be requested to provide evidence of their eligibility to work in the UK. You will be requested to produce an official document e.g. your birth certificate or passport, or a document showing your National Insurance Number, or a current work permit. Further guidance is available from www.bia.homeoffice.gov.uk/workingintheuk/

Do you require a work permit to work in the UK?

Yes

No

If yes, do you have a valid work permit?

Yes

No

Driving License

Do you hold a full UK driving license?

Yes

No

Safer Recruitment

Hartlepool United Football Club are committed to safeguarding children and young people. Successful applicants will be subject to an Enhanced Criminal Record Check (DBS) which will be paid for by the employer. The job holder will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.

Equality and Diversity

Hartlepool United Football Club is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development, and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.

Verification

The club reserves the right, at any time, to check on any experience, achievements, qualifications or skills claimed by you either on this application form, in any accompanying or subsequent correspondence or at interview. By signing this form you will be providing us with your agreement for us to proceed with this course of action and confirming that you will not unreasonably refuse to sign a suitably worded information release that will allow such an investigation to take place. The club will comply with General Data Protection

Regulations under the Data Protection Act 2018. Candidates who are shortlisted for interview will be contacted by email and/or telephone. You should check your SPAM folders as well as your inbox.

Details To Support Your Application

Please state how you meet the essential requirements listed on the person specification. Give details of any work or other experience and skills you have which may be relevant to your application. To help you complete this section, please refer to the job description/ person specification.

Declaration

I declare that the information I have provided on this form is complete, accurate and truthful. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed

Date

Print