

## **COMPLETING YOUR APPLICATION FORM**

### **DATA PROTECTION ACT 1998**

Any personal data collected from applicants during the recruitment process will only be used for the purposes of recruitment within the Company and will not be disclosed to any external sources without your express written consent. Records of successful candidates will be placed on their personnel files. Records on unsuccessful candidates will be destroyed after six months.

#### **1. APPLICATION FORM**

You are asked to complete all sections of the application form even if you repeat some of the information in a covering letter or curriculum vitae. If any section of the application form is too small, please continue on a separate sheet.

#### **2. CAREER GAPS**

If you have had any gaps or breaks in your career please explain these on a separate sheet if they are not clear in Part C. Experience outside of employment or education is valued by the Company.

#### **3. REFEREES**

Please give the names, addresses and status of two referees, one of whom must be your current or most recent employer, who can comment on your work performance and verify your employment record. These references should cover at least the last two years of employment

#### **4. HEALTH**

If you are successful with your application you may be required to undergo a medical examination by a Doctor chosen by England Netball. If you think this may present a problem please mention this in your application or at interview. Please note we ask referees about absences through illness.

#### **5. EQUAL OPPORTUNITIES**

The Company has an ongoing commitment to Equal Opportunities. You are asked to return the Equal Opportunities Form (which will not be available to the short-listing or appointment panel) to help us monitor the policy.

#### **6. CRIMINAL RECORDS BUREAU CHECK**

Individuals employed in those roles which the Company deem subject to a Criminal Record Bureau disclosure check will need to undergo such checks and provide evidence of their suitability to work in the form of an enhanced disclosure certificate every three years. You are invited to note any issues in Part I of the application form or in a separate note.