

Strictly Confidential

Application Form



POSITION APPLIED FOR	
-----------------------------	--

A Curriculum Vitae **may** accompany this form but cannot replace it.

England Netball is an Equal Opportunities Employer and welcomes applications from all sections of the community to continue to ensure our staff team reflects the diversity of the communities in which we work.

Please complete all parts clearly and return to recruit@englandnetball.co.uk

Or

Human Resources, England Netball, 1-12 Old Park Road, Hitchin, Hertfordshire, SG5 2JR

PART A – PERSONAL DETAILS

Surname

Forenames

Home Address

Postcode

Contact Email Address

Mobile phone number

Home phone number

PART B – EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

List details of degree / professional qualification

Date Qualified	Qualification Obtained	College, university, professional body

Other training attended, including relevant short in-service training courses:

Date	Details

Membership details of any professional bodies including membership number:

PART C – EMPLOYMENT HISTORY

Please list below, in date order with your current employment first, particulars of your employment history for the last fifteen years.

Please continue on a separate sheet is necessary.

Dates (joining & leaving)	Employer name, address, post code and nature of business	Position(s) held and key duties and responsibilities	Reason for leaving

Present remuneration package and notice period:

--

PART D – FURTHER INFORMATION

In support of your application please provide the following additional information:

1. Your Current Job

Describe your current position and key accountabilities, objectives and responsibilities. Detail what you consider were your major contributions in this role and why.

2. Outline your Reasons for Applying for this Role

If you are applying for more than one position please continue on a separate sheet clearly identifying your reasons for applying for each role.

3. Detail your Achievements

Tell us about vocational and other interests; your sporting qualifications and experience; the main interests you have developed; and what you consider to be your major achievements outside of work.

Please provide this information below and in your response to these questions consider how you can demonstrate your suitability against the job description and person specification for the role you are applying for.

PART E - VERIFICATION OF EMPLOYMENT AND REFERENCES

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.

Name:	Name:
Job title:	Job title:
Company:	Company:
Address:	Address:
Telephone number:	Telephone number:
Email Address:	Email Address:
May this referee be contacted prior to interview? Yes/No	May this referee be contacted prior to interview? Yes/No

PART F - WORK PERMIT / VISAS

Are you currently eligible for employment in the UK? Yes / No

PART G - DRIVING LICENCE

Do you hold a current full driving licence? Yes / No

PART H - LEGAL PROCEEDINGS

Have you any previous convictions for a criminal offence or are any legal proceedings pending? Yes / No

If Yes please give details on a separate sheet

Please note that failure to disclose any unspent criminal conviction will disqualify a candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.

DECLARATION

I declare to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, a probationary period and, if the organisation believes it appropriate, a medical report, all of which must be deemed by the company satisfactory.

By signing this form I consent to England Netball using the information provided in this form and any further information which the AENA may hold from time to time, for the purposes stated in the England Netball's data protection notification, the terms of which can be viewed on the Data Protection Commissioner's website at www.dpr.gov.uk/search.html.

Signed: Date:

Print name:



EQUAL OPPORTUNITIES MONITORING FORM

This form will be detached from your application and used solely for monitoring purposes.

England Netball recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

The information provided in this section may be stored in manual and electronic files and is subject to the provisions of the Data Protection Act. Information provided on this form will be used by England Netball in accordance with the Act, and in particular, for equal opportunities monitoring.

Post applied for
Where did you see this post advertised?

ETHNIC ORIGIN:

I would describe my cultural and ethnic origin as: (Please tick appropriate category)

A White	B Mixed	C Asian/Asian British	D Black/Black British	E Chinese or other ethnic group
A1 British <input type="checkbox"/>	B1 White & Black Caribbean <input type="checkbox"/>	C Indian <input type="checkbox"/>	D Caribbean <input type="checkbox"/>	E1 Chinese <input type="checkbox"/>
A2 Irish <input type="checkbox"/>	B2 White & Black African <input type="checkbox"/>	C2 Pakistani <input type="checkbox"/>	D2 African <input type="checkbox"/>	E2 Any other Ethnic group <input type="checkbox"/>
A3 Other White background <input type="checkbox"/>	B3 White & Asian <input type="checkbox"/>	C3 Bangladeshi <input type="checkbox"/>	D3 Any other Black background <input type="checkbox"/>	
	B4 Any other Mixed background <input type="checkbox"/>	C4 Any other Asian background <input type="checkbox"/>		

If you prefer not to say please tick box

If you ticked an "Any other" box please specify

GENDER: Please specify: Male Female

DATE OF BIRTH: Please confirm:

DISABILITY:

Do you consider yourself to have a disability as defined by the Disability Discrimination Act 1995? YES/NO
'a physical or mental impairment which has a substantial long-term adverse effect on a person's ability to carry out normal day-to-day activities'

If yes, please state nature of disability:

If you are shortlisted for interview, would you have any specific requirements such as timing, wheelchair access or the presence of an interpreter/signer?

Please specify