RECRUITMENT

EQUAL OPPORTUNITIES

Foundation of Light is an equal opportunity employer.

We are committed to a policy of treating all employees and job applicants equally.
Our aim is that all colleagues should be able to work in an environment free from discrimination, harassment and bullying. Information in the equal opportunities section will not be seen by the recruitment panel. (C)

SAFEGUARDING AND CHILD PROTECTION

Foundation of Light recognises that the safeguarding and protection of children is of paramount importance within the organisation. Foundation of Light owes a duty of care to safeguard all children involved in activities as organised by the football club. Foundation of Light will ensure that safety and protection is given to all children involved in activities through adherence to the Safeguarding guidelines adopted by the Foundation.

APPLICATION FOR EMPLOYMENT

Please complete this form in your own handwriting or by word processing.

The information provided on this application form will remain confidential and will be used for the purpose of selection and recruitment. Where the application is successful the company may, from time to time thereafter, wish to process this information (as updated periodically) for personal administration and business management purposes. Where this is the case, processing, whether by means of computer or otherwise, will take place in accordance with the provisions of the Data Protection Act 1998. The information in section A and C will not be seen by the recruitment panel.

By signing this form you will be providing the company with your consent to these uses.

On completion of this please return to:
Melanie Ayre
Head of HR
Foundation of Light
Stadium of Light
Black Cat House
Sunderland
SR5 1SU
Email: melanie.ayre@safc.com
Tel: 0191 551 5293

Section A

Position(s) Applied For: **Ref:**
(Must be completed)

Personal Details

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

Surname:

Forename(s):

Current Address:

Postcode:

Day Time Tel No Work: **Home:**

Evening Tel No Work: **Home:**
NB – Calls to work number will be made discreetly.

Email Address:

National Insurance Number:

If the job requires it would you:

Relocate? Yes ☐ No ☐ Travel? Yes ☐ No ☐

Work Overtime? Yes ☐ No ☐ Work shifts / flexible hrs? Yes ☐ No ☐

Current Salary

Section B

Present/Last Employment Details	
Name of Employer	
Nature of Business	
Your Job Title	
Brief details as to the nature of your work. Include details of responsibilities (and achievements if relevant)	
Full Time/Part Time	
Date Joined Company	
Date Appointed to present job	
Notice Required	
Date left and Reason (if applicable)	

Previous Employment

Please include Services and Armed Forces

Employers Name	Your Job Title	From -To	Reason for Leaving

Education			
Please list details of GCSE's, GNVQ's, A-levels and Degrees etc			
Secondary School / College / University	**From - To**	**Qualifications Obtained**	**Grades**

Please use this area to provide details of any gaps in your employment or education, plus any none work related history:

<u>IT Skills:</u>
Please indicate skill level for the following IT packages:
(if applicable to your role)

	Basic	Competent	High		Basic	Competent	High
Word	☐	☐	☐	**Powerpoint**	☐	☐	☐
Excel	☐	☐	☐	**Access**	☐	☐	☐
Outlook	☐	☐	☐	**Project**	☐	☐	☐

Others:

Work Related Skills:

Please provide details of all NVQ Certificates, diplomas, etc you have obtained that are job related. Include details of all licences you hold (e.g. fork lift trucks, etc). Please specify when awarded, organising body and grades. Please note original certificates will need to be brought to interview.

Supporting Statement:

Please provide reasons why you are an ideal candidate for this position referring to job description and personal specification, (please continue on a separate sheet if necessary)

References

All appointments are subject to the receipt of two satisfactory references. Please provide details of two appropriate referees to whom confidential enquiries may be made. One of these MUST be your supervisor or manager in your current/last job. The second, a similar individual from a previous employment. References are not accepted from employees of SAFC or SAFC Foundation of Light.

If you are without two previous jobs please provide, as appropriate, the name of a professional referee, e.g. Doctor, Justice of the Peace, Teacher

Referee 1:

Name:

Company:

Address:

Capacity in which you know the referee:

Capacity in which you were employed:

Dates of employment:

Referee 2:

Name:

Company:

Address:

Capacity in which you know the referee:

Capacity in which you were employed:

Dates of employment:

NOTE – WE MAY CONTACT YOUR REFEREES *PRIOR* TO INTERVIEW TO OBTAIN REFERENCES.

Other information:

Are you currently eligible to work in the UK? **Yes** ☐ **No** ☐

Please state what documentation you can provide in order to demonstrate this e.g. British passport, birth certificate, European Economic Area identity card, travel document showing authorisation to reside and work in the UK etc

Work permits:

Do you require a work permit to undertake full or part-time work in the UK? Yes ☐ **No** ☐

If YES, which visa do you hold? **What is the expiry date of this visa?**

How/where did you hear about this vacancy?

Have you made an application to SAFC or SAFC Foundation of Light before?
Yes ☐ **No** ☐

If yes please give details:

Are you related to or known by any other person employed by SAFC or SAFC Foundation of Light?
Yes ☐ **No** ☐

If yes please provide name, relationship with:

Section C

Print name:

Rehabilitation of Offenders Act / Safeguarding Children

The position for which you are applying may involve contact with children and 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.

I understand that failure to disclose or any intention to knowingly withhold such information may be deemed as just cause for gross misconduct and as such may lead to my instant dismissal from Foundation of Light.

Have you ever been convicted of any offence or "bound-over" or given a caution? Y / N

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

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

If you have replied yes to any of these three questions please provide details, including dates, on a separate sheet and attach it to this form marking your envelope "Strictly Private & Confidential – Addressee Only".

I understand that if my application is successful I will be required to obtain a CRB Disclosure at the appropriate level.

The company 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.

Declaration:

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. 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. I also understand that any job is subject to satisfactory references, probationary period and Criminal Records Bureau (CRB) Disclosure.

Signed: _____ **Date:** _____

N.B: this form MUST be signed.

Equal Opportunities

Foundation of Light is committed to providing equality of opportunity in employment, and in order to help us ensure our policy is being carried out it would help if you could complete the following details

Any information you provide will be used for no other purpose than as stated above and will be treated as confidential.

You are not obliged to provide this information

I would describe myself as:

White (European)	☐	**Asian (Indian sub-continent)**	☐
Afro-Caribbean	☐	**Polynesian**	☐
Asian (China/SE Asia)	☐	**African**	☐
Black (Other)	☐	**Other**	☐
Please State:		**Please State:**	

Date of Birth: **Sex:** **Male** ☐ **Female** ☐

Disability:
The Disability Discrimination Act 1995 defines as a physical or mental impairment which has a substantial and long term effect on a person's ability to carry out normal day to day activities. Do you meet this definition?

Yes ☐ **No** ☐ **Not stated** ☐

If yes, please provide details of your disability and any special access/mobility needs: