



APPLICATION FORM

Application for the position of: _____

Closing date for receipt of application: _____

Please return your completed application form to the HR Department:

Email to recruitment@covsf.com

Post or hand to Xcel Leisure Centre, Mitchell Avenue, Coventry, CV4 8DY

Please note: We will only contact candidates who have been selected for an interview. The following information will be treated in the strictest confidence.

Personal Details

First name and Surname: _____

Address: _____

Postcode: _____

Telephone: _____ E-Mail: _____

National Insurance Number:

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Employment History

List your employment history, starting with the most recent:

Employer Name	Job Title	Salary	From / To	Reason for Leaving

Continue on additional sheet if required

Education and Training

	Dates (From/To)	Qualifications	Grades
School:			
Further Education:			
Job Related Training:			

Continue on additional sheet if required

Supporting Statement

Please set out below any further information to support your application and demonstrate how you meet the criteria outlined on the job description and person specification, e.g. past achievements, future aspirations, personal strengths. Continue on separate sheet if necessary.

(Please Note: This section must be completed regardless of whether a C.V. has been included in your application).

Additional Information

Have you got a current Driving License?

Have you any convictions (including both spent and unspent convictions) under the Rehabilitation of Offenders Act 1974? *If YES, please give full details.*

Note: You may be required to obtain an enhanced DBS check.

Do you need a Work Permit to be employed in the U.K?

Note: You will be required to bring proof of your right to work in the U.K. if you are invited to an interview.

References

Your first reference should be your present/last employer. If the position involves working with children or young people at least one reference should be associated with this if possible.

Name _____	Name _____
Job Title* _____	Job Title* _____
Organisation* _____	Organisation* _____
Telephone _____	Telephone _____
Email _____	Email _____

References will only be taken up for applicants selected for interview and you should ensure that your referees are in a position to respond promptly. May we contact your current employer at that time? YES / NO

**If applicable*

10. Declaration

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal, if such falsification is discovered after the commencement of employment. I understand these details will be held in confidence by Coventry Sports Foundation, for the purposes of assessing this application, ongoing personnel and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

Signature: _____

Date: _____