



Coventry Sports Foundation
More than just sport!



APPLICATION FORM

Position:		Reference:	
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The information provided on this form will be treated with strictest confidence.

PERSONAL DETAILS

Full Name:

Address:

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Contact Number: Home: Mobile:

Email Address:

Please Note: our preferred method of communication is via email

EMPLOYMENT HISTORY

Are you currently employed? Yes No

Name of current or last employer:

Job Title: Salary:

Nature of Business:

Address:

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Notice required: Reason for leaving:

Length of service: From to

Please list your previous employment history:-

Employer	Job Title	Dates (From / To)	Reason For Leaving

EDUCATION, TRAINING AND QUALIFICATIONS

Please list all relevant training and qualifications:-

Dates (From / To)	Title Of Training / Qualification	Grade / Level

SUPPORTING INFORMATION

The company's values are PRIDE, PASSION and PERFORMANCE. Please answer the questions below in support of your application:-

1. Give an example of something you have done that you are proud of.

2. Give an example of when you have 'gone the extra mile'.

3. What is the value of good customer service?

4. Give an example of when you have worked as part of team and how it has benefited you.

5. Please summarise how you meet the criteria outlined in the Job Description and Specification (continue on a separate sheet if necessary).

ADDITIONAL INFORMATION

Have you got a current driving licence? Yes No

Have you any driving licence endorsements? Yes No
If yes, please give further details including dates.

Are you involved in any activity that might limit your availability to work? Yes No
If yes, please give full details.

Are you subject to any restrictions or covenants that might restrict your working activities? Yes No
If yes, please give full details.

Are you willing to work overtime or weekends if required? Yes No
Please give details of any hours that you would not be available to work.

Have you ever worked for this company or any partnership organisation in the past? Yes No
If yes, please give full details.

Are you a British or EEA citizen? Yes No

If no, can you provide a current immigration status document proving your right to work in the UK. Yes No
You will be required to bring proof of your right to work in the UK before commencing work.

If offered employment you will be required to complete a medical questionnaire. Are you prepared to undergo a medical assessment before starting employment? Yes No

DBS

If the position you are applying for requires DBS clearance please complete this section. (This will be confirmed in the advert)

Age you aged over 18? Yes No

It is a criminal offence for barred individuals to apply to work in a regulated activity with children, young people, or adults at risk. Are you on the barred list? Yes No

If offered employment, you may be required to confirm your DBS status before you are permitted to start work. Do you have a DBS certificate? Yes No

If yes, are you a current member of the update service? Yes No

If yes, do you consent to this update check being made by the company? Yes No

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198)? Yes No

For Crèche positions only: Under Regulation 9 of the Childcare (De-qualification) Regulations 2009 a person who lives in the same household as another person who is disqualified for registration, or household in which any such person is employed is themselves disqualified from registration. Are you disqualified from registration? Yes No

INTERESTS, ACHIEVEMENTS AND LEISURE ACTIVITIES

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REFERENCES

Please give details of two people (one of whom should be your current / most recent employer) who we may contact for a reference:

If this section is not fully completed, your application may not be considered.

Employer <input type="checkbox"/>	Academic <input type="checkbox"/>	Character <input type="checkbox"/>	Employer <input type="checkbox"/>	Academic <input type="checkbox"/>	Character <input type="checkbox"/>
Full Name:			Full 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

Please give any details of dates that you will not be available for interview:

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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 the Company, for the purposes of ongoing personnel and payroll administration in compliance with the Data Protection Act 1998.
I undertake to notify the Company immediately of any changes to the above details.

Given the nature of the job for which I have applied, I understand that any offer of employment may be subject to information on my criminal record being disclosed to the Company by the Disclosure and Barring Service.

Signed:

Printed:

Date:

Please return your completed application form to: **recruitment@covsf.com** or alternatively to **Xcel Leisure Centre, Mitchell Avenue, Coventry, CV4 8DY**. If you do not hear from us, please consider your application to be unsuccessful on this occasion.

