

APPLICATION FORM

Application for the position of: _____

Closing date for receipt of application: _____

Please return your completed application form to:

Human Resources - Xcel Leisure Centre, Mitchell Avenue, Coventry, CV4 8DY

Human Resources - recruitment@covsf.co.uk

Notes for completion of this form:

1. Additional sheets may be attached wherever necessary.
2. All sections of this form **MUST** be completed.
3. This form must be signed twice (on pages 7 & 8).

If you do not hear from us, please consider your application as unsuccessful in this instance. If you would like to receive confirmation that this form has been received, please enclose a stamped addressed envelope.

The following information will be treated in the strictest confidence.

1. Personal Details

Title: . Surname: _____

First Name(s): _____

Address: _____

Postcode _____

Telephone:

Daytime _____ Evening _____ Mobile _____

E-Mail Address: _____

Please note: Our preferred method of communication will be via email, please provide your email address in the space above.

Welcome to... Coventry Sports Foundation

Thank you for enquiring about prospective employment with Coventry Sports Foundation. We appreciate the interest shown by anyone who enquires about the possibility of joining the Foundation and we look forward to receiving your completed application form.

The Foundation is a charitable Trust that aims to “provide a wide range of sporting, recreational, educational and social activities to under-represented and disadvantaged community groups and individuals”. Accordingly, the company currently manages three community sports centres in Coventry - Centre AT7 in the North East; The Xcel Leisure Centre in the South West; and The Alan Higgs Centre in the South East.

In addition to this, the Foundation delivers a wide range of projects that have specific community and social objectives and that are often diverse in their content to include sport, cultural, artistic and environmental elements.

The company has grown enormously over recent years as it has accepted new challenges and projects, and longer-term strategies will see this growth continue into the future. Associated with this has been a significant increase in the number of people working for the company all of whom are integral to the enormous success and reputation of the Foundation.

As an accredited ‘Investor in People’, we are proud of the way that this Foundation involves all of our people in the overall strategic and annual planning process, so that the future directions of the Foundation are very much governed by the vision and ambitions of those who deliver the various services.

Coventry Sports Foundation is a forward thinking, vibrant and innovative organisation that is extremely proud of its objectives, delivery and workforce.

I wish you every success in your application and in your future employment with the Foundation if you are successful.



Paul Breed
Chief Executive
Coventry Sports Foundation



LISTEN... SUPPORT... ACT!

Every member of staff, user and visitor to Coventry Sports Foundation facilities is responsible for maintaining respectful and safe behaviour towards all children and young people at all times.

In the event that you have any cause for concern, please speak to any member of staff immediately.

2. Personal Information

National Insurance Number:

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Have you got a current Driving License?

Have you any driving license endorsements? *If YES, please give further details including dates.*

Are you involved in any activity that might limit your availability to work or your working hours e.g. local government? *If YES, please give full details.*

Are you subject to any restrictions or covenants that might restrict your working activities? *If YES, please give full details.*

Are you willing to work overtime or weekends if required?
Please give details of any hours that you would not wish to work:

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

NB You may be required to co-operate with an enhanced DBS check.

Are you prepared to undergo a medical examination before employment?

Have you ever worked for Coventry Sports Foundation in the past?
If YES, please give full details.

Have you applied for employment with Coventry Sports Foundation in the past?

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

Are you currently being considered for, or have you recently applied for any other post?
If YES, please give brief details.

3. Present or Last Employer

Are you currently employed?

Name of present or last employer: _____

Address: _____

_____ Telephone: _____

Nature of business: _____

Job title: _____ Responsible to: _____

Notice required? _____ Present grade / salary: _____

Reason for leaving: _____

Brief description of duties: _____

Length of service: from _____ to _____

4. Employment History

Starting with the most recent employment:

Employer	Job Title / Main Duties	Grade / Salary	Dates (From / To)	Reason for Leaving

5. Education and Training

	Dates (From/To)	Qualifications	Grades
Secondary School:			
College and/or 6th Form:			
University:			
Further Formal Training:			
Job related Training Courses, Including name of Organisation:			

6. Professional Memberships

Membership of any technical or professional associations:

Body	Membership Status	Since

9. References

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

Please tick: Employer Academic Character

Please tick: Employer Academic Character

Name _____

Name _____

Position held by referee _____

Position held by referee _____

Organisation (if appropriate) _____

Organisation (if appropriate) _____

Address _____

Address _____

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?

Please give details of any date when you will not be available for interview:

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: _____



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11. Medical Questionnaire

We will not contact your doctor without your prior consent.

1. How many days absence have you had from work in the last three years? _____
2. Are you currently on medication (excluding contraceptives)?
If YES, please give further details.

3. Have you spent time in hospital in the last three years?
If so, why?

4. Do you suffer from any injury, illness, medical condition or allergy that might affect your ability to perform the duties as outlined in the enclosed Employment Specification?

DATA PROTECTION NOTICE:

Coventry Sports Foundation requires certain information before you commence your employment, to ensure you will be able to perform the requirements of the job and give reliable service, and to ensure compliance with relevant Health and Safety regulations.

This information is also required in order to establish whether any reasonable adjustments may need to be made to assist you in performing your duties, in accordance with the Disability Discrimination Act 1995.

The information you provide will be treated in the strictest confidence, and used only for the purposes detailed above in compliance with the Data Protection Act 1998.

I confirm that the information given in this Questionnaire is complete and accurate to the best of my knowledge.

I consent to Coventry Sports Foundation collecting and retaining this data in accordance with the Data Protection Act 1998.

Signature: _____

Date: _____