**EMPLOYMENT APPLICATION FORM**

|  |  |
| --- | --- |
| **Position Applied For:***(if applicable)* |  |

**1. PERSONAL DETAILS**

**\*Compulsory**

Additional information is requested to enable us to best support you in your role, if you’d prefer not to provide what is requested, please write ‘*prefer not say’*.

|  |  |
| --- | --- |
| **\*Full Name:** |  |
| **\*Address:** |  |
| **\*Postcode:** |  |
| **\*Date of Birth:** |  |
| **\*Telephone Number:** |  |
| **\*Email:** |  |
| **Sex:** |  |
| **Ethnicity:** |  |
| **Faith/Religion:** |  |
| **Sexual Orientation:** |  |
| **Disability:** |  **Details:** |
| **NI Number:** |  |
| **\*Describe yourself in 3 words:** |  |
| **\*Would you require any additional support to fulfill your role:** |  |

**2. AVAILABILITY**

|  |  |  |
| --- | --- | --- |
| **I am interested in:***(If the role is unspecified)* | **Part Time – Yes/No****Days/Hours Available:** | **Full Time – Yes/no** |

**3. DRIVING LICENCE DETAILS\***

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Do you have a full UK driving license?** |  |  |
| **Do you have the use of an insured vehicle?** |  |  |

**4. EMPLOYMENT HISTORY\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** |  | **Position** |  |
| **Dates employed** | **From:** **To:** |  |  |
| **Reason for Leaving** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** |  | **Position** |  |
| **Dates employed** | **From:** **To:** |  |  |
| **Reason for Leaving** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** |  | **Position** |  |
| **Dates employed** | **From:** **To:**  | **Salary** |  |
| **Reason for Leaving** |  |

***Please continue on a separate sheet if necessary.***

**Should there be a gap of employment on your employment history, please provide a brief explanation of the reason here: \***

**5. QUALIFICATIONS\***

|  |  |
| --- | --- |
| **School/College/University/Other**  | **Course(s) Studied and Qualification(s) Achieved** |
|  |  |
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|  |  |
|  |  |

***Please ensure that all football, sports and youth specific qualifications are included including safeguarding and first aid training. Please continue on a separate sheet if necessary.***

**6. SKILLS AND VALUES\***

|  |
| --- |
| **Please summarise your key skills, where they were developed and how they’ve been utilised. Please provide examples and/or evidence:** |
| **Please describe your personal and professional values and how you demonstrate them:** |

**7. PREVIOUS CONVICTIONS\***

**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)?**

|  |
| --- |
| **If yes, please provide details, with dates.** |

***The amendments to the Exceptions Order 1975 (2013) provide that spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.***

**8. REFERENCES\***

**Please give details of a minimum of two professional referees *(most recent first)*.**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME:** |  | **NAME:** |  |
| **COMPANY:** |  | **COMPANY:** |  |
| **ADDRESS:** |  | **ADDRESS:** |  |
| **POSTCODE:** |  | **POSTCODE:** |  |
| **TEL NO:** |  | **TEL NO:** |  |
| **EMAIL:** |  | **EMAIL** |  |
| **RELATIONSHIP TO APPLICANT:** |  | **RELATIONSHIP TO APPLICANT:** |  |

**SECTION 9: MISCELLANEOUS\***

|  |  |
| --- | --- |
| **How much notice are you required to give to your current employer?** |  |
| **Do you have/will you have any other employment or work (including any casual, paid, unpaid, voluntary or charity work) simultaneous to a potential role with WWF?** |  |
| **Please name anyone who currently works for WWF who you already know and how:** |  |
| **Please indicate where you heard about WWF/this role and what attracts you to working with us?** |  |
| **Do you have children?** **Why are we asking… we provide additional leave to make sure you can take them to their first day at a new school. If you’d prefer not to say, please just leave this blank.**  |  |

**Before submitting this application, please ensure you have read and understood the WWF Safeguarding Policy Statement and GDPR Privacy Notice for Job Applicants, both of which can be found on the “Employment” page of the Wycombe Wanderers Foundation website. By signing and submitting this form you are acknowledging this has been completed.**

**I confirm that the answers to the above questions are true and complete to the best of my knowledge and belief.  I understand that giving false or withholding information could affect my potential and future employment with WWF.**

**Signed:**

**Date:**