# **Volleyball England - Application Form**

You should complete this form fully in black ink or typescript (please do not substitute it for a CV) and return it to:

Guin Batten

Deputy Chief Executive Officer

**PRIVATE AND CONFIDENTIAL**

SportPark, 3 Oakwood Drive

Loughborough

Leicestershire

LE11 3QF

**T:** 01509 974705

**E:** jobs@volleyballengland.org

Volleyball England has a policy of equal opportunity. Everyone who is eligible to join Volleyball England, whatever their sex, sexuality, marital status, race, religion, disability or age, will receive equal treatment when applying for jobs.

We want to find out whether this policy is working and take steps to ensure further progress is made in achieving equal opportunities. To assist us in this, please also complete the ‘Equal Opportunities Monitoring Questionnaire’.

Position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reference Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forenames: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSONAL INFORMATION

Surname at birth (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address for Correspondence (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Telephone\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*number where a message can be left, e.g. mobile number or work number*

If you have ever possessed any other nationality or citizenship, please give full details with dates:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff will be required to produce evidence of nationality and entitlement to work within the UK in accordance with current legislation. The provision of false information will result in suitable action being taken that could lead to the termination of employment.

National Insurance Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Permit Required: Yes [ ]  No [ ]

EDUCATION & TRAINING QUALIFICATIONS

Please give details of schools, colleges, universities, or relevant training courses attended since the age of 14 years:

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| --- | --- | --- |
| Name and Address of Institution | Subjects Taken | Level of Qualification |
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Please give details of all full-time and part-time work, including any periods of self-employment, within the last ten years.

EMPLOYMENT INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of **Most Recent** or **Present** Employer | Dates | Job Title and Nature of Work | Reason for Leaving *(if appropriate)* |
| From | To |
|  |  |  |  |  |
| Basic Salary:  | Allowances/Bonuses *(if applicable)*  |
| Name and Address of **Previous** Employers *(Please list in order starting with the most recent)* | Dates | Job Title and Nature of Work | Reason for Leaving *(if appropriate)* |
| From | To |
|  |  |  |  |  |
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| Give details of any time not already accounted for (including unemployment) |
|  |

SUPPORTING INFORMATION

|  |
| --- |
| Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification. Continue on a separate sheet(s), if necessary. Please ensure that your name, the post title, and reference number are clearly marked on all separate sheets. |
|  |

OTHER INFORMATION

**Criminal Record Disclosure and Rehabilitation of Offenders Legislation**

Volleyball England welcomes applications from a diverse range of candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Any information that you give will be completely confidential and will only be considered in relation to the post that you are applying for. Unless the nature of the work demands it, you will not be asked to disclose convictions which are ‘spent’ under the Rehabilitation of Offenders Act 1974. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). For posts directly involved in working with children and vulnerable adults, applicants will be required to obtain a satisfactory disclosure from the Disclosure and Barring Service, following an offer of employment, which will involve disclosing spent and unspent convictions, cautions, reprimands or final warnings. All other applicants are required to declare whether they have any unspent convictions. Any failure to notify of any form of conviction or any other form of misleading or false information now or at any time in the future could result in disciplinary action that may lead to the termination of your employment at any time during the course of your employment.

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? (See [www.legislation.gov.uk](http://www.legislation.gov.uk) for further details.)

Yes [ ]  No [ ]

If so, please give full details (including nature of offence and date).

REFEREES

Please give details of two referees, including their initials and correct style of address, whom we can approach should you be short-listed. One referee should be your current or most recent employer.Referees should be able to comment on your present or most recent employment or should have first-hand knowledge of your qualifications and experience. Please be assured that we will not approach your current employer without an offer of employment being made and accepted.

**FIRST REFEREE**

Name:

Email:

Telephone:

Organisation: Click or tap here to enter text.

Address:

Postcode:

In what context does this person know you?

Click or tap here to enter text.

**SECOND REFEREE**

Name:

Email:

Telephone:

Organisation: Click or tap here to enter text.

Address:

Postcode:

In what context does this person know you?

Click or tap here to enter text.

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INTERVIEWS

Volleyball England have made a commitment to employ, retain and develop the abilities of disabled staff and have therefore been awarded the 'two ticks' positive about disability symbol by Jobcentre Plus. Candidates who declare a disability under the ‘two ticks’ scheme will be interviewed if they meet all of the Essential Criteria in the Person Specification.

Please indicate if you consider that you have a disability and would like to be interviewed under the ‘two ticks’ scheme: [ ]  Yes [ ]  No

If you consider that you have a disability, please indicate any special arrangements you require, to enable you to take part in an interview:

Click or tap here to enter text.

ADVERTISING & PUBLICITY

To help us evaluate our recruitment strategy, please tell us how you heard about this vacancy:

Click or tap here to enter text.

DECLARATION

I declare that the details given on this application are to the best of my knowledge and belief, true and complete. I understand that my application may be rejected or, if I am already appointed, I may be dismissed if I withhold relevant details or give false information.

I give permission for all or part of this application to be held on both computerised and manual records, which I may request access to.

**Signed\*:** Click or tap here to enter text.

**Print Name:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

*\*an electronic signature is acceptable*

*END*