

Application for Employment



Bolton Wanderers Football and Athletic Company Limited

POSITION APPLIED FOR.....

The form is divided into two parts - an application form and an equal opportunities monitoring form. Please complete both parts and on completion return to BWFC, Macron Stadium, Burnden Way, Lostock, Bolton, BL6 6JW.

APPLICANTS DETAILS

TITLE	SURNAME	FIRST NAMES
ADDRESS		
TELEPHONE NUMBER	MOBILE	
EMAIL ADDRESS <i>(if applicable)</i>		
CURRENT DRIVING LICENCE	YES/NO	
NATIONAL INSURANCE NO		
HOW MUCH NOTICE ARE YOU REQUIRED TO GIVE YOUR CURRENT EMPLOYER?		

EMPLOYMENT HISTORY

FROM - TO	NAME AND ADDRESS OF EMPLOYER	JOB TITLE	SALARY	REASON FOR LEAVING

EDUCATION HISTORY

SCHOOLS	QUALIFICATIONS GAINED
COLLEGES/UNIVERSITIES	QUALIFICATIONS GAINED

MEMBERSHIP OF ANY PROFESSIONAL BODIES

PROFESSIONAL BODY	MEMBERSHIP LEVEL

OTHER TRAINING/DEVELOPMENT

Please include any courses, memberships, voluntary work you consider relevant

OTHER SKILLS

- *Languages spoken/written (please indicate level of competence)*
- *Computer literacy (please specify software and level of competence)*
- *Do you have armed service/public duty commitments? YES/NO*
(eg; are you a member of the TA/a JP/or a councillor etc)
- *Any other skills or experience relevant to the post*

SUPPORTING INFORMATION

This section of the application form is very important as this is where you demonstrate your suitability for the job. The person specification describes the necessary skills, experience and qualifications we are looking for. Make sure you tell us how you match the requirements of the role. Therefore give examples of any relevant abilities, experience and qualifications; this may be from your current employment or previous jobs or from community or voluntary work.

MISCELLANEOUS

Current legislation means that it is a criminal offence to employ a person who does not have the right to work in the UK or who is working in breach of their conditions of stay in the UK. If selected for interview you will be asked to provide certain original documents to establish you are eligible to undertake the role applied for.

Are you entitled to work in the UK? YES /NO

DO YOU HAVE ANY CRIMINAL CONVICTIONS? YES/NO

*If yes please give details on **a separate sheet** including the nature and date of your conviction(s) and the penalty imposed.*

*Please note that details are not required in respect of any **spent** convictions under the Rehabilitation of Offenders Act 1974 (as amended) except where the role applied for is covered by the Rehabilitation of Offenders Act 1971 (Exceptions) Order 1975 (as amended). Where the role applied for is covered by the Rehabilitation of Offenders Act 1971 (Exceptions) Order 1975 (as amended) you should disclose **spent (as well as unspent)** convictions.*

HAVE YOU EVER BEEN EXCLUDED FROM A FOOTBALL LEAGUE OR PREMIER LEAGUE GROUND? YES/NO

If yes, please provide details below

WHERE DID YOU SEE / HEAR OF THE VACANCY ADVERTISED?

TO YOUR KNOWLEDGE DO YOU HAVE A PARTNER OR RELATIVE EMPLOYED BY BWFC? YES/NO

If yes please state their name and your relationship

HAVE YOU EVER BEEN DISMISSED FROM ANY EMPLOYMENT FOR ANY REASON OTHER THAN BY WAY OF REDUNDANCY?

If yes please give details, including dates, reasons and employer

Under the Asylum and Immigration act, ALL employees must provide evidence to demonstrate their right to work in the UK. Please indicate what documentation you will bring to your interview:

Passport

Birth Certificate

Travel Document
**(showing an authorisation to
reside and work in the UK)**

REFERENCES

Please give the name, address and position/occupation of two referees. One must be your present employer. References will only be taken up after an offer of employment has been accepted. Testimonials from friends or relatives are not acceptable.

1. NAME:.....
POSITION:.....RELATIONSHIP TO YOU (EG MANAGER).....
ORGANISATION:.....
ADDRESS:.....
TEL:..... E-MAIL.....

2. NAME:.....
POSITION:.....RELATIONSHIP TO YOU (EG MANAGER).....
ORGANISATION:.....
ADDRESS:.....
TEL:..... E-MAIL.....

Completion of this form will be taken as your consent to apply for references.

DATA PROTECTION

The Data Protection Act 1998 ("the Act") sets out certain requirements for the protection of your personal data (and sensitive personal data) against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") will be used solely for the purposes of assessing your application, personnel administration and statistical analysis. Your information will be held on a manual file and may also be entered in its current or altered format onto the organisation's computerised database. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will be held for no longer than is necessary, after which time it will be destroyed. If your application is successful the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. BY SIGNING THIS Application Form you confirm your agreement to the above.

DECLARATION

I declare to the best of my knowledge that the information I have given on this application form is true in all respects. I understand that should I deliberately make a false or misleading statement on this form my offer of employment may be withdrawn or my employment terminated without notice. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and a medical report (if requested) all of which must be deemed by the organisation to be satisfactory.

SIGNEDDATE.....



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5. PLEASE DESCRIBE YOUR RELIGION OR OTHER STRONGLY HELD BELIEF(S)

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6. HOW WOULD YOU DESCRIBE YOUR SEXUAL ORIENTATION?

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7. DISABILITY MONITORING

Do you consider that you have a disability* under the Equality Act 2010? YES/NO

If yes, what is the nature of your disability?

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***The Equality Act 2010 defines a disability as “physical / mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities”. An effect is long-term if it has lasted, or is likely to last, more than 12 months.**

June 2014



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