**Morecambe Football Club**

**Application Form**

**Application Form**

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| **Procedure Number:** | **Version Number:** | **Date of Issue:** | **Review date:** |
| HR 012 | 2.0 | 20/10/22 | Jan - 2023 |

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| --- | --- |
| What position are you applying for? |  |
| How did you hear about this position? |  |

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| **Section 1 – Personal Information** | | | | | |
| Title and Full Name | | | |  | |
| Age if under 18 | | | |  | |
| Primary Contact Number | | | |  | |
| Personal Email Address | | | |  | |
| Present Home Address | | | |  | |
| Do you have a full and valid UK Driving Licence? | | | |  | |
| Are you a passport holder? Please list any countries where you are unable to travel | | | |  | |
| Give details of any criminal offences you have been convicted for (for the UK, the Rehabilitation of Offenders Act 1974 applies)? Use separate sheet if required. | | | |  | |
| List dates when you are NOT available for an interview | | | |  | |
| What is your notice period from current employer? | | | |  | |
| How many days absence leave have you had from work or education over the last two years? | | | |  | |
| Have you applied for any roles before at MFC and if so, which ones and when? | | | |  | |
| Please provide details below of two referees, ideally your last 2 employers including your current employer. An educational or other professional body may be used as the 2nd reference if needed. We will only approach them with your consent. | | | | | |
|  | Referee 1 | | | Referee 2 | |
| Name |  | | |  | |
| Company |  | | |  | |
| Position |  | | |  | |
| Phone |  | | |  | |
| Email |  | | |  | |
| Address |  | | |  | |
| Can a reference be obtained now? | YES  NO | | | YES  NO | |
| **Section 2 – Application for the Vacancy**  This is like your covering letter; it is an opportunity to give your reasons for applying for this position and say why you believe you are suitable for it. Give examples of things you have done that make you particularly suited to the job. Use additional space if required. | | | | | |
|  | | | | | |
| **Section 3 - Education & Training**  Please give details of any officially recognised exams, courses and qualifications, starting with the most recent. | | | | | |
| Date | | Subject / Course  GCSE/O Level/CSE/A Level/BSc/MSc/PHD  Including Qualification Body/Organisation | | | Result (Grades) |
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| **Other qualifications, skills or training:**  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied, please indicate dates of these. | | | | | |
|  | | | | | |
| **Section 4 – Current or most recent employment**  Please explain the role and outline the main responsibilities and skills used. No approach will be made to your present employer before an offer of employment is made to you. | | | | | |
| Company | | | Job Title | | |
| Date employed from: | | | Date employed to: | | |
| Reason for leaving | | | | | |
| **Section 5 – Personal Interests and Hobbies**  Please tell us about any other interests, you have, you can use additional space if required. | | | | | |
|  | | | | | |
| **Section 6 – Data protection statement** | | | | | |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Club will treat all personal information with the utmost confidentiality and in line with current data protection legislation.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. | | | | | |
| **Section 7 – Declaration** | | | | | |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Club being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010). | | | | | |
| Name | | | | | |
| Signature | | | | | |
| Date | | | | | |