



Application Form for External Applicants

<p>Private and Confidential - All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.</p>	
<p>Application for Employment/Volunteering</p>	
Return this form to: Amy Woods	Ref No:
Position applied for:	
<p>Personal Details</p>	
Title:	
Name:	
Address:	
Email Address:	
Telephone (landline):	
Telephone (mobile):	
DOB:	
Gender:	
National Insurance No:	
Do you have a current right to work in the UK? Yes / No	
If no, please provide details.	
<p>Education</p>	
Please provide your education history here:	

Schools/Colleges/University	Qualification gained
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Employment History

Name and address of employer(s)	Job title and main duties	Date of departure and reason for leaving

Please note here any other employment that you would continue with if you were to be successful in obtaining this role:

Please account below the reasons for all employment gaps (where applicable):

Qualifications

Please note here any membership/qualifications you hold with British Gymnastics or other relevant authorities:

Personal Development

Please include any courses, voluntary work, or responsibilities you have obtained that you consider relevant, with outcomes where applicable:

References

Please note here the names, company name (where applicable) and email addresses and phone numbers from whom we may obtain both work and character references.

1.

2.

Disclosure and Barring Service

Do you hold a current DBS certificate? *Yes / No*

Details of endorsements (if none, please insert "N/A").

Note: As the position you have applied for involves work with children and young people it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When answering questions 1 to 4 you must declare criminal convictions and/or cautions that are not 'protected' under the Exceptions Order (as amended). This includes UK, overseas and armed forces convictions, cautions and relevant service discipline convictions where it would be considered an equivalent offence in England and Wales.

Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:

Nacro – Tel: 0300 123 1999, or email: helpline@nacro.org.uk

Unlock – Tel: 01634 247350, email advice@unlock.org.uk or complete the online form on the Unlock website.

Declaration of Individual

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? *Yes / No*

2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? <i>Yes / No</i>
3. Have you been formally charged with any other offence in any country which has not yet been disposed of? <i>Yes / No</i>
4. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position? <i>Yes / No</i>
5. Have you ever been known to any Children's Services department or the police as being a risk or potential risk to children? <i>Yes / No</i>
6. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? <i>Yes / No</i>
7. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position? <i>Yes / No</i>
8. Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position? <i>Yes / No</i>

Confirmation of Declaration

Please tick the boxes below and then sign this form.

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently comes to the organisation's attention.

In accordance with the organisation's procedures, if required I agree to provide a valid DBS certificate* and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young or vulnerable people.

I understand that the information contained on this form, the results of the DBS check* and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children and vulnerable people.

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 Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period (in line with the operation of the Equality Act 2010).

Applicant & Parent/Guardian (if under 18 years) Signed:

Applicant Signature:

Parent/Guardian Signature:

Parent/Guardian name & contact details:

Data Protection Statement - All 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 governing bodies with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company 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.

For more information on how we use the information you have provided, please see our privacy notice for job applicants.