CHESHIRE FA

**FACILITY OFFICER APPLICATION FORM [Zero Hours]**

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# Completing and returning the Application Form

Please complete the application form and return to Mathew Griffiths, Facility Manager at Cheshire FA. The form can be either sent by post or by email to [FootballCentre@CheshireFA.com](mailto:FootballCentre@CheshireFA.com)

Postal applications are to be addressed; Strictly Private and Confidential, for the attention of Mathew Griffiths, Facility Manager, Cheshire FA, Hartford House, Moss Farm Recreation Centre, Northwich, Cheshire, CW8 4BG.

The decision to invite you to attend for interview will be based on the information that you provide on this form.

# Personal Details

## Please complete in BLOCK CAPITALS

|  |  |
| --- | --- |
| **Title** |  |
| **First Name(s)** |  |
| **Surname** |  |

|  |  |
| --- | --- |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **City/County** |  |
| **Postcode** |  |

|  |  |
| --- | --- |
| **FAN Number**  **(if known)** |  |

|  |  |
| --- | --- |
| **Email Address** |  |

|  |  |
| --- | --- |
| **What time of day is the most convenient time to contact you?** |  |
| **What is the best telephone number to contact you on?** |  |

|  |  |  |
| --- | --- | --- |
| **Do you hold a full current UK Driving Licence? (mark X)** | **Yes** | **No** |
|  |  |

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| --- | --- | --- | --- |
| **Do you hold an in-date FA DBS check?** | **Yes** | **No** | If you do not hold an FA DBS check, it will be a requirement for this to be completed before appointment. |
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### Education and Training

Please provide details of your education, qualifications and training that you have completed or are currently undertaking.

Please insert additional rows in the table below if required.

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| --- | --- | --- |
| **Dates** | **Institution** | **Course or Qualification** (e.g GCSE Mathematics, Grade A / 9) |
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### Employment and/or Volunteering History

Starting with your present or most recent, please give a summary of all employment, including any relevant unpaid / voluntary work. Please include start and end dates for all positions held, the name of employer, nature of business, job title and brief details of your responsibilities.

Please insert additional rows in the table below if required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Employer’s name /**  **Nature of business** | **Job title** | **Key Responsibilities** |
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### How do I meet the requirements of the role as Facility Officer?

Please outline the skills and experience that you have that are appropriate to demonstrate your suitability for the advertised role and how you would meet the knowledge, experience and technical skills required.

Please include any experience collected through paid work, unpaid/voluntary work which is relevant to the role we are recruiting for. In your application, please ensure you have read and fully understand the role advertisement and the role description provided (please use an additional sheet if necessary).

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### How do I meet the values of Cheshire FA?

Cheshire FA’s culture and organisational structure is built on our three core values of being Inclusive, Progressive and Respectful.

Please provide evidential information and experiences of how you best demonstrate Cheshire FA’s core values?

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| **INCLUSIVE** |
| **PROGRESSIVE** |
| **RESPECTFUL** |

### Additional Information

Cheshire FA is aware of its obligations, under the Disability Discrimination Act 1995, now formally the Equality Act 2010, to carry out reasonable adjustments where needed for applicants who have a disability. Please detail any adjustments you will require to be made, if you are invited to attend for interview.

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Have you ever been convicted of a criminal offence (apart from spent convictions under the Rehabilitation of Offenders Act 1974)?

|  |  |
| --- | --- |
| **Yes** | **No** |
|  |  |

Are there any outstanding charges against you?

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| --- | --- |
| **Yes** | **No** |
|  |  |

If the answer to either or both questions is yes, please give the date, nature of the offence and the fine or sentence (if convicted).

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### References

I agree that any offer of a role with Cheshire FA is subject to satisfactory references. Please provide the name and addresses of two referees. If your choice of referees does not include your most recent/present employer, we do reserve the right to request a reference from your last employer in place of, or in addition to the two provided below.

Personal references should be given only when there is no previous employer or educational establishment to which reference can be made.

|  |  |  |
| --- | --- | --- |
|  | **First Referee** | **Second Referee** |
| **Name** |  |  |
| **Address** |  |  |
| **Postcode** |  |  |
| **Telephone** |  |  |
| **Email Address** |  |  |
| **Relationship to you** |  |  |

**Declaration**

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

**\*If returning this application form by email, please ensure your signature is scanned and inserted in the signature box below.**

**\*Signature:**

|  |
| --- |
|  |

**Date:**

|  |
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|  |

**Please complete and return your application form.**

**Either email your application** [**FootballCentre@CheshireFA.com**](mailto:FootballCentre@CheshireFA.com) **or via post, address as follows:**

**Strictly Private and Confidential**

Mathew Griffiths, Facility Manager

Cheshire FA, Hartford House, Moss Farm Recreation Centre,

Northwich, Cheshire, CW8 4BG.