**West Riding County Football Association Ltd**

**Position applied for: Business Services Officer (Competitions)**

**Thank you for your interest in this post.**

Enclosed are two forms for you to complete and return: the Application Form and the Diversity Monitoring Form. The Diversity Monitoring Form will be separated from the application upon receipt at WRCFA and used for monitoring purposes. The application form provides the key information, which allows the selection panel to make an informed decision regarding your application. Please complete all sections using a black pen.

Further details and explanatory notes are set out below and should be read before completing the forms. Whilst some questions may reiterate information already provided elsewhere, completing these forms will enable selectors to identify key information in a standardised format.

**The Application Form** provides selectors with key information directly related to the requirements of the role. Please take the time to complete it accurately, giving relevant and solid examples as much as possible. If any of the questions are not relevant to your experience, or you cannot answer any of them for any reason, either write “n/a” or give a short explanation. A missing answer will not disqualify you from the process. This form and any supplementary information you provide should enable them to form a clear picture of you - your skills, abilities and attributes.

Using bullet points may help selectors to read your application form and you may wish to present your information in this way which is acceptable.

**Diversity Monitoring Form** - We value diversity and welcome applications from applicants from all backgrounds. To ensure that our recruitment processes are non-discriminatory and that we maintain a diverse workforce profile, we ask applicants to complete a Diversity Monitoring Form to enable us to collate anonymised data which helps us to monitor the diversity profile of all our job applicants

**Key dates to note:**

**Closing date:** 20th July 2018

**Interviews:** TBC

**Documents to review**

1. Job Advert
2. Job Role Profile

**Documents to submit**

1. Application Form
2. Equal Opportunities Monitoring form

Thank you for your interest you have shown in this post. These forms should be returned to Diane Horne via e-mail to [diane.horne@westridingfa.com](mailto:diane.horne@westridingfa.com). Where possible we prefer to receive all applications by email and in electronic format.

In instances where you have difficulties in doing this, for instance if you have an impairment, we would be more than happy to discuss other application formats. Please contact Hannah Simpson by telephone on 0113 2821222 or e-mail [hannah.simpson@westridingfa.com](mailto:hannah.simpson@westridingfa.com) or by post to: Hannah Simpson, West Riding County FA, Woodlesford, Fleet Lane, Leeds, LS26 8NX.

**Application Form**

**How did you learn about this vacancy?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Facebook** |  | **WRCFA Website** |  | **\*please provide the name of the website** |
| **Twitter** |  | **Word of mouth** |  |  |
| **Linked In** |  | **\*Another website** |  |

**Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First name |  | Surname |  | |
| Address |  | | | |
|  | | Post code | |  |
| Contact Tel (Home) |  | Contact Tel (Mobile) | |  |
| Email |  | Drivers Licence  (please circle) | | Yes / No |

**Education History**

Please only include qualifications attained after compulsory school age.

**Academic Qualifications**

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Qualification Achieved** | **Completion Date** |
|  |  |  |
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**Vocational Qualifications**

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Qualification Achieved** | **Completion Date** |
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**Present Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title |  | Employer |  |
| Address |  | | |
|  | | Post code |  |
| Working hours (per week) |  | Notice required |  |
| Date appointed |  | Annual Salary |  |

**Employment History**

Starting with your most recent job, please list all roles within the last 5 years, including any freelance and relevant unpaid work.

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | Organisation | Start date | End date |
| **1.** |  |  |  |
| Key Responsibilities |  | | |
| Key Achievements |  | | |
| Reason for leaving |  | | |
| **2.** |  |  |  |
| Key Responsibilities |  | | |
| Key Achievements |  | | |
| Reason for leaving |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | Organisation | Start date | End date |
| **3.** |  |  |  |
| Key Responsibilities |  | | |
| Key Achievements |  | | |
| Reason for leaving |  | | |
| **4.** |  |  |  |
| Key Responsibilities |  | | |
| Key Achievements |  | | |
| Reason for leaving |  | | |
| **5.** |  |  |  |
| Key Responsibilities |  | | |
| Key Achievements |  | | |
| Reason for leaving |  | | |

**Why you should be considered for the role (max 700 words)**

Briefly outline below the reasons why you should be considered for this position, how you meet with requirements detailed in the job role profile and how the role fits in with your long term career plan and personal interests.

|  |
| --- |
|  |

**Other information**

|  |  |  |
| --- | --- | --- |
| **Please tick the relevant box** | **Yes** | **No** |
| Have you ever been convicted of a criminal offence other than petty motoring offences? |  |  |
| Do you have any criminal charges pending? |  |  |
| Have you ever been dismissed from employment for a reason other than redundancy? |  |  |
| Have you ever been suspended or subject to disciplinary action in any post you have held? |  |  |
| Do you require a work permit to take up employment in the UK? |  |  |

**Data Protection**

The Data Protection Act (1998) aims to ensure that all organisations that collect, process and store information about individuals do so correctly (i.e. people about whom information is collected know of its existence and how to correct it if it is wrong).

As part of WRCFA’s management processes, and in order for WRCFA to process your application further, we need to collect, process and store the information about you as contained within the application form.

Personal information contained within the application form will be used for the post applied for and no other purpose. The information will be kept confidentially by WRCFA and used only by the assessment panel for the purpose of selecting the best candidate for the post.

If an applicant is not appointed, then his or her information will be destroyed after one year.

If an applicant is appointed to the post, WRCFA will maintain his or her information. WRCFA will maintain this for pay, contract and management purposes. Information will be held on computer and on paper. Any person has the right to see and if necessary update or correct the information held about them. .

**References**

We have an obligation to ensure that candidates’ backgrounds are thoroughly checked before an appointment is made. Please therefore supply us with the names and addresses of two referees who are in a position to provide relevant comment on your work performance.

|  |  |
| --- | --- |
| **Reference 1 (Current employer)** | **Reference 2** |
| Name:  Job Title:  Address:  Email:  Contact Tel: | Name:  Job Title:  Address:  Email:  Contact Tel: |

The statements made by me in this application, including the supplementary questions and any other details I have submitted, are true to the best of my knowledge and belief. I give permission to approach my referees. I also give permission for you to seek confirmation of the details supplied within my application.

I give my consent to the processing of the information given on this form on the understanding that it will be used only for the purposes set out above and that my consent is conditional upon WRCFA complying with its obligations and duties in accordance with its registrations under the Data Protection Act 1998.

**Signed: Date:**