**Gloucestershire Football Association**

Oaklands Park,

Gloucester Road,

Almondsbury,

Bristol, BS32 4AG

Tel: 01454 615888.

[www.GloucestershireFA.com](http://www.GloucestershireFA.com)

**Assistant Designated Safeguarding Officer – Application Form**

This application form provides important information that enables the selection panel to make an informed decision regarding your application. If the form is printed, please complete all sections using a black pen.

Please take time to complete the application form fully and accurately, giving relevant and detailed examples where possible. The information you provide should enable us to gain a clear understanding picture of you and your skills, abilities and experience. If any questions are not relevant to your skills or experience, or you cannot answer any of them for any reason, please enter N/A.

If you consider yourself to have a disability, please contact us if and we will make any reasonable adjustments we can to assist you in your application or with our recruitment process.

Notes:

**Documents to review prior to completing the application form**

1. Job Advert
2. Job Role Profile

**Documents to submit**

1. Application form
2. Equality and Diversity monitoring form (optional)

**Key dates:**

**Application closing date:** 5th April 2018

**Interview date:** 11th April 2018

Please complete and return the application form and the optional equality and diversity monitoring form. The equality and diversity monitoring form will be separated from your application upon receipt and used for monitoring purposes only.

Completed forms should be returned to Gloucestershire FA’s Chief Executive, David Neale (David.Neale@GloucestershireFA.com) preferably via email. Alternatively, you can also post them to the above address, but please mark the envelope ‘Private and Confidential.’

**Assistant Designated Safeguarding Officer - Application Form**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Facebook**  |  | **Glos FA Website**  |  | **\*please provide details of other source** |
| **Twitter**  |  | **Word of mouth**  |  |  |
| **Linked In** |  | **Another source \*** |  |

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First name  |  | Surname |  |
| Address |  |
|  | Post code |  |
| Contact Tel (Home) |  | Contact Tel (Mobile)  |  |
| Email  |  | Valid Driving Licence (please enter ‘X’) | Yes / No |

**Education History**

Please only include qualifications attained after compulsory school leaving 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. Please also include any relevant work as a football volunteer, Coach or Referee. \*Bullet points acceptable

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

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

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

Briefly outline below why you feel 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 career aspirations and personal interests.

|  |
| --- |
|  |

**Other information**

|  |  |  |
| --- | --- | --- |
| **Please enter ‘X’ in the relevant box**  | **Yes** | **No** |
| Do you require a work permit in order to take up employment in the UK? |  |  |
| Have you ever been subject to any disciplinary action that has resulted in dismissal or resigned whilst under disciplinary investigation? |  |  |

**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).

In order for Gloucestershire FA to process your application, we will create and maintain computer and paper records 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 confidential and used only by the assessment panel for the purpose of selecting the best candidate for the post. If successful, Gloucestershire FA will maintain computer and paper records about you during your employment and after you leave. If you are unsuccessful, relevant records will be removed within one year.

**Criminal Records Check:**

As this role involves direct access to young persons under the age of eighteen within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process which will include a DBS Enhanced Criminal Records Check to ensure their suitability for the role

**References**

Please supply the names and contact details of two referees, one of whom should be your current or most recent employer. No approach will be made to your present employer before an offer of employment is made to you.

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

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. I also confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal**.**

**Signed: Date:**



**Equality and Diversity Monitoring Form**

Gloucestershire FA compiles anonymous information on those individuals accessing its services and activities.

The equality and diversity monitoring form gathers data on a person’s characteristics. These characteristics are sometimes referred to as race, gender, transgender, disability, religion and belief, sexual orientation, age and disability. Monitoring allows us to understand the makeup of those accessing our activities and programmes and analysis enables us to adapt and meet the needs of individuals if required.

Everyone is encouraged to respond to these questions, but participation is optional, you are not obliged to respond. The information we receive is used solely for monitoring and statistical purposes. Please select **one** check-box in each section below.

**GENDER**

[ ]  Male [ ]  Female [ ]  Transgender

**AGE**

[ ]  16 – 20 [ ]  21 – 30 [ ]  31 – 40 [ ]  41 – 50 [ ]  51 – 60 [ ]  61+

**ETHNICITY**

Indicate in the appropriate box your ethnic background. *Ethnic categories are not about nationality, place of birth or citizenship. They are about the group to which you feel you belong to. The descriptions below are taken from the 2011 census.*

**White**

 [ ]  British [ ]  English [ ]  Scottish [ ]  Welsh [ ]  Irish

 [ ]  Gypsy or Irish Traveller [ ]  Any other white background

**Mixed**

[ ]  White & Black Caribbean [ ]  White & Black African [ ]  White & Asian

[ ]  Mixed background [ ]  Mixed other background

**Asian**

[ ]  British-Indian [ ]  Indian [ ]  British-Pakistani [ ]  Pakistani

[ ]  British-Bangladeshi [ ]  Bangladeshi [ ]  British-Chinese

[ ]  Chinese [ ]  Any other Asian background

**Black**

[ ]  Black Caribbean [ ]  Caribbean [ ]  British African [ ]  African

[ ]  British [ ]  Other Black background

[ ]  Prefer not to disclose my ethnic origin

**DISABILITY**

Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities. Substantial means more than minor or trivial. Impairment covers, for example, long term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone diseases. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down’s syndrome). Some people including those with cancer, multiple sclerosis and HIV/AIDS are automatically protected as disabled people by the Act.

**Do you consider yourself to have a disability?**

Yes [ ]  No [ ]

**If you have indicated yes to having a disability, please indicate the impairment(s) you feel apply to you:**

[ ]  Blind/partially sighted [ ]  Deaf/hard of hearing [ ]  Physical disability

[ ]  Learning disability [ ]  Communication barriers

[ ]  Experience of mental and emotional distress

[ ]  Prefer not to say

**RELIGION or BELIEF**

**How would you describe the religion to which you feel you belong?**

[ ]  Christian [ ]  Buddhist [ ]  Hindu [ ]  Jewish [ ]  Muslim

[ ]  Mormonism [ ]  Sikh [ ]  No Religion/Faith

[ ]  Atheist [ ]  Jehovah’s Witnesses

[ ]  Other faith background [ ]  Prefer not to say

**SEXUAL ORIENTATION**

Which of the following options best describe how you think of yourself?

[ ]  Heterosexual/Straight [ ]  Gay Man [ ]  Gay Woman/Lesbian [ ]  Bisexual

[ ]  Other [ ]  Prefer not to say

Is there anything we can do or put in place which would make it easier for us to offer you an equal service? (For example documents in large print, hearing loop etc.)

It would be helpful for Gloucestershire FA to know of any barriers you have faced when dealing with us.

Thank-you for taking the time to fill out this survey