**London & Middlesex FA
*Job Application Pack***



|  |  |
| --- | --- |
| **Position Applied for:** |  Volunteers Officer |
| **Job Reference:** | N/A |
| **How you learnt about this position** | *Please list the website if it was through that channel* |

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE

**Section 1: Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname** |  |  | **Forename** |  |
| **Address** |  |  | **Home No** |  |
|  |  | **Mobile** **No** |  |
| **Postcode** |  |  | **National Insurance No.** |  |
| **Email Address** |  |  |

|  |  |
| --- | --- |
| **Can we contact you at work?**  | Choose an item. |
| If yes, Work Telephone Number: |  |
|  |  |
| **Are you free to remain and take up employment in the UK** **with no current immigration restrictions** | Choose an item. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **If you are successful you will be required to provide relevant evidence of the above details** |

**Section 2: Present Employment (*if not currently employed please give details of last employer*)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer:**  |  |  | **Job Title:** |  |
| **Address:**  |  |  | **Date of Appointment:** |  |
| **Postcode:**  |  |  | **Department/Location:** |  |
| **Salary:** |  |  |
|  |
| **Brief Description of duties:**  |
| **Continue on a separate sheet if necessary.** |
| **Period of Notice:** |  | **Last day of service:** **If no longer employed** |  |
| **Reason for Leaving (if no longer employed):** |  |

**Section 3: Previous Employment (most recent employer first)**

|  |  |
| --- | --- |
| **Name of Employer:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Position Held:** |  |
| **Start Date:** |  | **End Date:** |  |
| **Summary of Duties:**  |
| **Reason for Leaving:** |  |

|  |  |
| --- | --- |
| **Name of Employer:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Position Held:** |  |
| **Start Date:** |  | **End Date:** |  |
| **Summary of Duties:**  |
| **Reason for Leaving:** |  |

|  |  |
| --- | --- |
| **Name of Employer:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Position Held:** |  |
| **Start Date:** |  | **End Date:** |  |
| **Summary of Duties:**  |
| **Reason for Leaving:** |   |

**Section 4: Education**

**Qualifications obtained from Schools, Colleges and Universities (*please list the highest qualification first)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **College or University** | **Start (mm/yy)** | **Completed (mm/yy)** | **Course** | **Qualifications and Grade obtained** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School** | **Start (mm/yy)** | **Completed (mm/yy)** | **Subjects** | **Qualifications** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Professional / Coaching Qualifications**

|  |  |
| --- | --- |
| **Professional / Coaching Qualifications** | **Course Details (Level/Pass Date)** |
|  |  |
|  |  |
|  |  |
|  |  |

**Section 5: Training and Development (*please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as a formal course)***

|  |  |
| --- | --- |
| **Title of Training Programme or Course** | **Duration of Course** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Section 6: Personal Statement**

***Skills, knowledge and experience.***Please use this section to explain in detail how you meet the requirements of the Job Description. If you are or have been involved in voluntary/unpaid activities, please feel free to include this information.

**Attach and label any additional sheets used *(we recommend no more than one additional A4 sheet).***

**Section 7: Rehabilitation of Offenders Act (1974)**

|  |  |
| --- | --- |
| **Do you have any convictions that are unspent under the Rehabilitation of Offenders Act (1974)** | Choose an item. |
| If yes, please give details / dates of offence(s) and sentence:  |

 **Section 8: Protecting Children and Vulnerable Adults (this information may be required if the post you are applying for requires a Disclosure and Barring Service (DBS) police check)**

|  |  |
| --- | --- |
| **Are you aware of any police enquires undertaken following allegations made against you, which may have bearing on your suitability for this post** | Choose an item. |

**Section 9: References**

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

|  |  |  |
| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |
|  |  |  |  |  |
| **Name:** |  |  | **Name:** |  |
| **Position:** |  |  | **Position:** |  |
| **Work Relationship:** |  |  | **Work Relationship:** |  |
| **Organisation:** |  |  | **Organisation:** |  |
| **Address:** |  |  | **Address:** |  |
| **Postcode:** |  |  | **Postcode:** |  |
| **Telephone No:** |  |  | **Telephone No:** |  |
| **Email:** |  |  | **Email:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you willing for this referee to be approached prior to the interview? | Choose an item. |  | Are you willing for this referee to be approached prior to the interview? | Choose an item. |

**Section 10: Declaration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signed:** |  |  | **Date:** |   |

**W:** [www.londonfa.com](http://www.londonfa.com)