WILTSHIRE FA

**DIRECTOR**

# 

# Completing and returning the Application Form

Position applied for

# Personal Details

## Please complete in block capitals

First Names Surname

Mr/Ms/Mrs or preferred title

Address

Post Code Email Address

Do you have an FA Number (FAN) If so, please can you provide?

When is the most convenient day and time to contact you?

What is the best number to contact you on?

Do you hold a full current driving licence?

Expires:

Do you have an in-date DBS Check?

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 above if required.

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| --- | --- | --- |
| *Dates* | *Institution* | Course or Qualification |
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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.

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| --- | --- | --- | --- |
| Dates | Employers name/nature of business | Job title | Key Responsibilities |
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Please insert additional rows in the table above if required

### How do I meet the requirements of the role as outlined in the Role Description?

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 do include any 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*.* You can format this as bullet points but please ensure that you directly reference the skills and knowledge outlined in the Role Description. (please use an additional sheet if necessary).

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

The way we work at **Wiltshire FA** is built on the values outlined in the Role Description. Please provide examples of how you have demonstrated these values in your work or everyday life.

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### Accessibility

**Wiltshire County FA** is committed to ensuring that all applicants can access the application and selection process for this role. Please details in the box below any adjustments you will require to be made to the selection process (including interviews) should your application be progressed to the next stage.

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

Are there any outstanding charges against you?

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

Any offer of a role will be subject to receipt of two satisfactory references. Please provide the details of two referees. Your first referee must be your current or most recent employer. Your second referee should be a different employer, representative of an organisation in which you volunteer or have volunteered or a representative of an educational establishment. Personal references should only be given where there is no previous employer, voluntary organisation or educational establishment to which reference can be made.

|  |  |  |
| --- | --- | --- |
|  | First Referee | Second Referee |
| Name |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone |  |  |
| 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:

**Please complete and return your application form before 5pm on Monday 17th May 2021.**

Returns should be addressed to the Chairman, Clive Archer, along with the Equality Monitoring Form,

which can be found on our website with the job article, marked “Private and Confidential” to:

**clive.archer@wiltshirefa.com**

**wiltshirefa.com/about/vacancies**