**Berks & Bucks FA Application Form - Director**

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All sections must be completed and can be typed and submitted by email.

If necessary, you can use a continuation sheet.

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

Position applied for

## 

## Personal Details *Please complete in block capitals*

First Name Surname

Mr/Ms/Mrs or preferred title

Address

Post Code

Tel. No (Home) Tel. No (Mobile)

Email

Do you hold a full current driving licence?

### Qualifications and Training

Starting with the most recent, please give details of your education, qualifications and training relevant to the application. Please include start and end dates for all courses, the name of the relevant institution, the course or qualification studied, along with the grade or classification achieved where applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| *Dates* | *Details of School/College/Institution* | *Course or Qualification* | *Grade* |
|  |  |  |  |

### Employment History

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid 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.

|  |  |  |
| --- | --- | --- |
| *Dates* | *Employers name/nature of business* | *Job title and responsibilities* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please use the space on the next page, to outline the skills and experience you have gained, either in paid work, unpaid/voluntary work, work at home, through your studies, through your leisure activities, which you think are relevant to the position for which you are applying, and which you believe make you suitable for the position . Please indicate the extent to which you believe your skills, abilities and/or experience meet the requirements as outlined in the role profile.

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### Other Information

Are you related to any current member of staff or Director

at the Berks & Bucks FA ?

The BBFA is aware of its obligations, under 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.

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 of these questions is yes, please give the date, nature of the offence and the fine or sentence (if convicted).

### References

Please give the name and address of two referees. These should be your two most recent employers, including your present employer where applicable, or a relevant academic principal. Personal references should be given only when there is no previous employer or educational establishment to which reference can be made. References will only contacted following a job offer

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

I agree that any offer of membership with Berks & Bucks Football Association Limited is subject to satisfactory references. I give my consent to the storage of personal data contained within this form and the ethnic monitoring form. I confirm that the information supplied by me on this form is complete, accurate and not misleading:

Signature:

Date:

### C:\Users\LVerrall\AppData\Local\Microsoft\Windows\INetCache\Content.Word\BBFA FA Dual Logo right stacked.pngEqual Opportunities Monitoring - Director

*The Berks & Bucks Football Association is committed to equal opportunities, irrespective of race, colour, religion, nationality, ethnic origin, sex, disability or marital status.*

*In order to monitor our Equal Opportunities Policy, we would be grateful if you would please complete the questionnaire below. This questionnaire will be detached from your application form on receipt and will not be made available to the recruitment panel. Please answer every question.*

**Age** Under 18 18 – 30 31 – 40 41 – 50 51 – 60 61 – 65 Over 65

**Gender** Male Female Transgender Prefer not to say

#### Religious Belief

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Christian |  | Buddhist |  | Hindu |  |
| Jewish |  | Muslim |  | Mormonism |  |
| Sikh |  | Atheism |  | No Religion / Faith |  |
| Jehovah’s Witnesses |  | Prefer not to say |  |  | |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

#### Sexual Orientation

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Heterosexual / Straight |  | Gay Man |  | Gay Woman / Lesbian |  |
| Bisexual |  | Prefer not to say |  |  | |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

**Ethnicity  
White**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| British |  | English |  | Scottish |  |
| Welsh |  | Irish |  | Gypsy or Irish Traveller |  |
| Prefer not to say |  |  | | | |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

**Mixed**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White & Black Caribbean |  | White & Black African |  | White & Asian |  |
| Mixed other background |  | Prefer not to say |  |  | |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

**Asian**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| British-Indian |  | Indian |  | British-Pakistani |  |
| Pakistani |  | British-Bangladeshi |  | Bangladeshi |  |
| British-Chinese |  | Chinese |  | Prefer not to say |  |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

**Black**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Black Caribbean |  | Caribbean |  | British African |  |
| African |  | British |  | Prefer not to say |  |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

**Other Ethnic Group**

|  |  |  |
| --- | --- | --- |
| Arab |  |  |
| Any other ethnic group, please describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

#### 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.  
Visual impairment, Hearing impairment, Speech and Language impairment, physical disability, cognitive impairment, Learning disability.

Do you consider that you meet this definition?\*

Yes No Prefer not to say

\*If you have indicated yes to the previous question, please indicate the impairment(s) that you feel applies to you:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Visual impairment |  | Hearing impairment |  | Physical disability |  |
| Learning disability |  | Learning difficulties |  | Language impairment |  |
| Cognitive impairment |  | Prefer not to say |  |  | |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | | | | |