



## Employment Application Form

### 1. Completing and returning the Application Form

Please complete the Application Form and return to John Topping by email at [john.topping@durhamfa.com](mailto:john.topping@durhamfa.com) by Friday 23<sup>rd</sup> April 2021. Applications received after this date will only be considered in exceptional circumstances.

The decision to progress your application to the next stage of the selection process will be based only on the information you provide on this form.

### 2. Position applied for

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### 3. Personal Details

First Name(s)			
Last Name		Mr/Ms or preferred title	
Postal address			
Post Code			
Email Address			
What is your preferred contact method? (phone, email, text other)			
What is the best phone number to contact you on?			
What is the most convenient time of day to contact you by phone?			
Are you eligible to work in the UK?			
Do you hold a full driving licence?			
If you have any requirements in respect of the recruitment or interview process, please provide details.			



<b>Office Use Only</b> Applicant Number	
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#### 4. Employment and Volunteering History

Starting with your present or most recent job or voluntary position, please complete the table below.

Start date	End date	Employer/Organisation Name & Address	Job/Role Title	Brief Description of Duties

Please insert additional rows in the table above if required.



**5. Qualifications**

Please provide details of your qualifications achieved in the table below. (Please note that you may be asked to provide evidence of any qualifications achieved which are directly relevant to this role).

For GCSEs or equivalent there is no need to include each subject on a separate line (see example below).

<b>Dates</b>	<b>Qualification and Subject</b>	<b>Grade achieved</b>	<b>School/College/University/Training Provider Name</b>
1991	6 GCSEs including Maths and English	4 x A's and 2 x B's	High School Name

Please insert additional rows in the table above if required

**6. Training courses, Registrations or Memberships.**

Please give details of any training courses you have attended or professional registrations you hold not covered above (e.g. First Aid).

<b>Training course/registration/membership</b>	<b>Training provider/awarding body/organisation</b>	<b>Date attended/achieved</b>

**7. Explain how you meet the requirements outlined in the Job Description.**

Referring to the **Job Purpose** and **Responsibilities** sections of the Job Description, provide examples from your experience at work, as a volunteer or in education which demonstrate that you have the capability to succeed in this job. (You can use bullet points in this section if you wish.)



**8. Explain how your skills, knowledge and experience match the requirements outlined in the Person Specification?**

Referring to the **Person Specification** section of the Job Description provide examples which demonstrate that you have the skills, knowledge and experience which are relevant to this job. (You can use bullet points in this section if you wish.)



### 9. Accessibility

Durham County Football Association Limited is committed to ensuring that all applicants can access the application and selection process for this role. Please detail 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.

### 10. References

Any offer of a role will be subject to receipt of 2 satisfactory references. Please provide the details of 2 referees who have agreed to provide a reference for you. 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.

	<b>First Referee</b>	<b>Second Referee</b>
<b>Name</b>		
<b>Job Title</b>		
<b>Email address</b>		
<b>Telephone</b>		
<b>Postal address</b>		
<b>Relationship to you</b>		
<b>Do you give permission for us to request a reference if you offered a position? (yes/no)</b>		



**11. 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 the form, to the best of my knowledge is complete, accurate and not misleading.

Signature	
Date	