**APPLICATION FORM**

### Completing and returning the Application Form

Please complete the Application Form and return FAO ***Brendan Walshe, Chief Executive,*** by E-Mail at [recruitment@essexfa.com](mailto:recruitment@essexfa.com) by ***10am*** on Monday 26th September. Applications received after this time will only be considered in exceptional circumstances.

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

**Position applied for:**

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**Personal details**

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| --- | --- | --- | --- |
| **First Name(s)** |  | | |
| **Last Name** |  | **Mr/Mrs or preferred title** |  |
| **Postal Address** |  | | |
| **Postcode** |  | | |
| **E-Mail address** |  | | |
| **What is your preferred contact method? (phone, E-Mail, text other)** |  | | |
| **What is the best number to contact you on?** |  | | |
| **What is the most convenient day and time to contact you?** |  | | |
| **Do you have an in-date FA DBS Check?** |  | | |

## *If you do not hold an in-date DBS Check there may be a requirement (dependent on the role) for this to be completed before appointment.* Employment and Volunteering History

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

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| --- | --- | --- | --- | --- |
| **Start Date** | **End Date** | **Employer/ Organisation Name and Address** | **Job/Role Title** | **Brief Description of Duties** |
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## *Please insert additional rows in the table above if required* Education and Qualifications

*Please provide details of your education and qualifications achieved which are relevant to the role 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).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **School/College/University/ Training Provider Name** | **Qualification and Subject** | **Grade Achieved** |
| *e.g. 1991* | *e.g. High School Name* | *e.g. 6 GCSEs including Maths and English* | *e.g. 4 x As and 2 x Bs* |
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*Please insert additional rows in the table above if required.*

**How do you meet the requirements of the role as outlined in the Role Description?** *Please outline your skills, knowledge and experience which are relevant to the role you are applying for, including examples from either paid or unpaid/voluntary work. You can format this as bullet points but please ensure that you directly reference the skills and knowledge outlined in the Role Description.*

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**How do you demonstrate the values of the Essex County FA?**

*The way we work at the Essex County 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

*The Essex County FA are 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.*

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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** |  |  |
| **E-Mail Address** |  |  |
| **Telephone** |  |  |
| **Postal Address** |  |  |
| **Relationship to You** |  |  |
| **Permission to contact prior to appointment if offered a position? (yes/no)** |  |  |

## 

## 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** |  |

** Equality and Diversity Monitoring Form**

Essex FA is committed to making Football accessible to all, ensuring that Equality and Diversity is at the forefront of its thinking when delivering a comprehensive service to Essex Football.

We hope you will help us by completing this form, but please be aware that completing the form is entirely voluntary and, if you chose not to complete it, this will not affect your application.

**Why do we want this information?**

* Asking you for this information makes Essex County FA workforce more representative. It supports us to ensure our programmes are inclusive and open to everyone; it helps us understand if people from certain backgrounds are not accessing or making the most of opportunities to be involved in football; and it helps us to make sure that we provide such opportunities in the future.
* Only people analysing this data will have access to it and, in line with diversity, monitoring, good practice and legislation, all the information is collated anonymously.

Information provided on this form does not form part of our decision-making process and will not affect your application for registration.

Although you are not required to fill in this form, we would like to encourage you to do so because receiving enough information will mean we can undertake robust analysis to ensure that our processes are fair, or to make changes to how we work.

There is an option to select ‘prefer not to say’ if you would rather not share the information about yourself. It is more helpful to us if you select the ‘prefer not to say’ option rather than not to complete or partly complete this form.

Please complete the form by selecting the appropriate option and return it to us.

|  |  |
| --- | --- |
| **Gender** | Choose an item. |
| **Age** | Choose an item. |
| **Sexual Orientation** | Choose an item. |
| If other, please state: | |
| **Religion/Belief** | Choose an item. |
| If other, please state: | |
| **Ethnicity** | Choose an item. |
| If other, please state: | |

**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 ablity to carry out normal day to day activities. Substantial means more than minor or trival. Impairement covers, for example, long term medical conditions such as asthma and diabetes, and flucuating 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 and automatically protected as disabled people by the Act.

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| **Do you consider that you meet this definition?** | Choose an item. |

If yes, please state: Choose an item.

If other, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Please state where you heard about the vacancy:** |  |