

# Gloucestershire Football Association

Oaklands Park,  
Gloucester Road,  
Almondsbury,  
Bristol, BS32 4AG  
Tel: 01454 615888.  
[www.GloucestershireFA.com](http://www.GloucestershireFA.com)

## Football Facility Development Officer

This application form provides important information that enables the selection panel to make an informed decision regarding your application. If the form is printed, please complete all sections using a black pen.

Please take time to complete the application form fully and accurately, giving relevant and detailed examples where possible. The information you provide should enable us to gain a clear understanding picture of you and your skills, abilities and experience. If any questions are not relevant to your skills or experience, or you cannot answer any of them for any reason, please enter N/A.

If you consider yourself to have a disability, please contact us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process.

Notes:

### **Documents to review prior to completing the application form**

1. Job Role Profile

### **Documents to submit**

1. Application form
2. Equality and Diversity Monitoring Form

### **Key dates:**

**Closing date for receipt of applications:** 10<sup>th</sup> June 2022

**In person Interviews:** 22<sup>nd</sup> June 2022

Please complete and return the application form and the equality and diversity monitoring form. The equality and diversity monitoring form will be separated from your application upon receipt and used for monitoring purposes only.

**Completed forms should be returned via e-mail to [Recruitment@GloucestershireFA.com](mailto:Recruitment@GloucestershireFA.com).**  
Alternatively, you can also post them to the above address, but please mark the envelope 'Private and Confidential.'

**Name of Applicant:** .....

## Football Facility Development Officer - Application Form

**How did you learn about this vacancy?**

Facebook		Glos FA Website		*please provide details of other source
Twitter		Word of mouth		
Linked In		Another source *		

## Personal Details

First name		Surname	
Address			
		Post code	
Contact Tel (Home)		Contact Tel (Mobile)	
Email		Valid Driving Licence (please enter 'X')	<input type="checkbox"/> Yes / No <input type="checkbox"/>

## Education History

Please only include Post 16 qualifications attained or expected (i.e. after compulsory school leaving age).

## Academic Qualifications

[illegible]

## Vocational Qualifications

[illegible]

## Present Employment

Job Title		Employer	
Address			
		Post code	
Working hours (per week)		Notice required	
Date appointed		Annual Salary	

## Employment / Volunteer History

Starting with your most recent role, please list all employed roles within the last 3 years. Please also include any relevant experience as a football club/league volunteer, Coach or Referee. \*Bullet points acceptable

Job Title	Organisation	Start date	End date
<b>1.</b>			
Key Responsibilities *			
Key Achievements *			
Reason for leaving			
Job Title	Organisation	Start date	End date
<b>2</b>			
Key Responsibilities *			
Key Achievements *			
Reason for leaving			

**Why you should be considered for the role (max 700 words)**

Briefly outline below why you feel you should be considered for this position; how you meet with requirements detailed in the job role profile and how the role fits in with your aspirations and personal interests.

## Other information

Please enter 'X' in the relevant box	Yes	No
Do you require a work permit in order to take up employment in the UK?		
Have you ever been subject to any disciplinary action that has resulted in dismissal or resigned whilst under disciplinary investigation?		

### Data Protection

The Data Protection Act (2018) aims to ensure that all organisations that collect, process and store information about individuals do so correctly (i.e. people about whom information is collected know of its existence and how to correct it if it is wrong).

For Gloucestershire FA to process your application, we will create and maintain computer and paper records to collect, process and store the information about you as contained within the application form. Personal information contained within the application form will be used for the post applied for and no other purpose. The information will be kept confidential and used only by the assessment panel for the purpose of selecting the best candidate for the post. If successful, Gloucestershire FA will maintain computer and paper records about you during your employment and after you leave. If you are unsuccessful, relevant records will be removed within one year.

### DBS Criminal Records Check:

Where a role involves direct access to young persons under the age of eighteen within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process which will include a DBS Enhanced Criminal Records Check to ensure their suitability for the role

### References

Please supply the names and contact details of two referees, one of whom should be your current or most recent employer. No approach will be made to your present employer unless the role has been offered to you.

Reference 1 (Current employer)	Reference 2
Name:	Name:
Job Title:	Job Title:
Address:	Address:
Email:	Email:
Contact Tel:	Contact Tel:

I give my consent to the processing of the information given on this form on the understanding that it will be used only for the purposes set out above. I also confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my resignation being required.

Signed: ..... Date: .....