**A close up of a logo

Description automatically generated**

**Gloucestershire Football Association**

Oaklands Park,

Gloucester Road,

Almondsbury,

Bristol, BS32 4AG

Tel: 01454 615888.

[www.GloucestershireFA.com](http://www.GloucestershireFA.com)

**Independent Non-Executive Director - Application Form**

Please complete this Application Form and return it to David Neale, Chief Executive, preferably by email or by post as outlined below.

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. Therefore, 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. Role Profile - Director

**Documents to submit**

1. Application Form
2. 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.

**Key dates:**

**Application closing date:** 8th March 2020.

Applications received after this date will only be considered in exceptional circumstances

**Interviews:** By individual arrangement during March 2020

**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.’

**Independent Non-Executive Director - Application Form**

**Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First name |  | Surname |  | |
| Address |  | | | |
|  | | Post code | |  |
| Preferred Contact Telephone Number |  | Preferred contact time - am / pm | |  |
| Email Address |  | | | |

**Education History**

Please only include qualifications attained after compulsory school leaving age.

**Academic Qualifications**

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Qualification Achieved / Expected** | **Completion Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Vocational Qualifications**

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Qualification Achieved** | **Completion Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Present Employment**

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

**Other Employment and Volunteer History**

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

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Job Title** | **Organisation** | **Start date** | **End date** |
|  |  |  |  |
| Key Responsibilities \* |  | | |
| Key Achievements \* |  | | |
| Reason for leaving |  | | |
| 1. **Job Title** | **Organisation** | **Start date** | **End date** |
|  |  |  |  |
| Key Responsibilities \* |  | | |
| Key Achievements \* |  | | |
| Reason for leaving |  | | |

**How do you meet the requirements for 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.

|  |
| --- |
|  |

**Accessibility**

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

**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 your volunteer or have volunteered or a representative of an educational establishment. Person references should only be given where there is no previous employer, voluntary organisation or educational establishment to which reference can be made.

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| Name |  |  |
| E-mail address |  |  |
| Telephone |  |  |
| Postal Address |  |  |
| Relationship to you |  |  |
| Permission to contact prior to appointment if offered a position? (yes / no) |  |  |

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

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

**Declaration**

I give my consent to the storage of personal data contained within this form for the purposes 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** |  |