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**Application Form**

**Completing and returning the Application Form**

Please complete the Application Form and return to Kelly Ellis, Chief Executive Officer by email at [Kelly.Ellis@LeicestershireFA.com](mailto:Kelly.Ellis@LeicestershireFA.com) by **Sunday 09th May 2021.** Please note that no applications will be accepted after this time.

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.

**Position applied for**

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**Personal Details**

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| --- | --- | --- | --- | --- |
| **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 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 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. Please insert additional rows in the table above if required.

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| --- | --- | --- | --- | --- |
| **Start date** | **End date** | **Employer/Organisation Name & Address** | **Job/Role Title** | **Brief Description of Duties** |
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**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** |
| *1991* | *High School Name* | *6 GCSEs including Maths and English* | *4 x A’s and 2 x B’s* |
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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 Profile?**

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 Profile.

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**How do you demonstrate the Values of Leicestershire & Rutland County FA?**

The way we work at Leicestershire & Rutland County FA is built on the Values outlined in the Application Pack. Please provide examples of how you have demonstrated these values in your work or everyday life?

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**Accessibility**

Leicestershire & Rutland County FA is committed to ensuring that all applicants can access the application and selection process for this role. Please add details in the box below for 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 2 satisfactory references. Please provide the details of 2 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 |  |  |
| Email 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 |  |