WILTSHIRE FA

**MARKETING & COMMUNICATIONS ASSISTANT**

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# Completing and returning the Application Form

Please complete the application form and return to Sarah Thomas at Wiltshire FA on or before **5:00pm on Friday 7 October.** The form can be either sent by post or by email to [Sarah.Thomas@wiltshirefa.com](mailto:Sarah.Thomas@wiltshirefa.com) Postal applications are to be addressed; Strictly Private and Confidential, for the attention of Sarah Thomas – Marketing Manager, Wiltshire FA, Green Lane Playing Fields, Green Ln, Devizes SN10 5EP

The decision to invite you to attend for interview will be based on the information that you provide on this form.

Position applied for

# Personal Details

## Please complete in block capitals

First Names Surname

Mr/Ms/Mrs or preferred title

Address

Post Code Email Address

Do you have an FA Number (FAN) If so, please can you provide?

When is the most convenient day and time to contact you?

What is the best number to contact you on?

Yes / No

Do you hold a full current driving licence?

Expires:

Yes / No

Do you have an in-date DBS Check?

If you do not hold an FA DBS check, it will be a requirement for this to be completed before appointment.

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### Education and Training

Please provide details of your education, qualifications and training that you have completed or are currently undertaking. Please insert additional rows in the table above if required.

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| --- | --- | --- |
| *Dates* | *Institution* | Course or Qualification |
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### Employment and/or Volunteering History

Starting with your present or most recent, please give a summary of all employment, including any relevant unpaid / voluntary work. Please include start and end dates for all positions held, the name of employer, nature of business, job title and brief details of your responsibilities.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Employers name/nature of business | Job title | Key Responsibilities |
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Please insert additional rows in the table above if required

### How do I meet the requirements of the role as Facility Assistant?

Please outline the skills and experience that you have that are appropriate to demonstrate your suitability for the advertised role and how you would meet the knowledge, experience and technical skills required. Please do include any paid work, unpaid/voluntary work which is relevant to the role we are recruiting for. In your application please ensure you have read and fully understand the role advertisement and the role description provided (please use an additional sheet if necessary).

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### How do I meet the values of Wiltshire FA?

Wiltshire FA’s culture and organisational structure is built on the five principle core values. Please provide evidential information and experiences of how you best demonstrate Wiltshire FA’s five core values?

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| --- |
| Honesty  Approachability  Inclusivity  Transparency  Excellence |

### Additional Information

Wiltshire FA is aware of its obligations, under the Disability Discrimination Act 1995, now formally the Equality Act 2010, to carry out reasonable adjustments where needed for applicants who have a disability. Please detail any adjustments you will require to be made, if you are invited to attend for interview.

Have you ever been convicted of a criminal offence (apart from spent convictions under the Rehabilitation of Offenders Act 1974)?

Are there any outstanding charges against you?

If the answer to either or both questions is yes, please give the date, nature of the offence and the fine or sentence (if convicted).

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### References

I agree that any offer of a role with Wiltshire FA is subject to satisfactory references. Please provide the name and addresses of two referees. If your choice of referees does not include your most recent/present employer we do reserve the right to request a reference from your last employer in place of, or in addition to the two provided below. Personal references should be given only when there is no previous employer or educational establishment to which reference can be made.

|  |  |  |
| --- | --- | --- |
|  | First Referee | Second Referee |
| Name |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone |  |  |
| Relationship to you |  |  |

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

**\*If returning this application form by email, please ensure your signature is scanned and inserted in the signature box below.**

\*Signature:

Date:

**Please complete and return your application form before 5:00pm on Friday 7 October 2022.**

**Either email your application** [**Sarah.Thomas@WiltshireFA.com**](mailto:Sarah.Thomas@WiltshireFA.com) **or via post, address as follows:**

**Strictly Private and Confidential**

**Sarah Thomas, Marketing Manager**

**Wiltshire FA, Green Lane Playing Fields, Green Ln, Devizes SN10 5EP**