



EMPLOYMENT APPLICATION FORM

Please complete all sections of the application form in conjunction with the job description and person specification. The information provided on this form will be processed in accordance with the Data Protection Act 1998. This means that the information will be kept securely and confidentially, and only disclosed to an appropriate authority.

Position applied for:			
Where did you see the post advertised?			
SECTION 1: Personal details			
Title:	Forenames:	Surname:	
Date of birth:	Former surnames (if applicable):		
National Insurance number:			
Address:	Contact details:		
	Home:		
	Work:		
	Mobile:		
	Email address:		
Previous address (if resident at current address for fewer than five years):			
Are you eligible for employment in the UK (Y/N)?			
If "No", please provide details:			



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SECTION 2: Education (please start with most recent)

Name of School / College / University	Dates of attendance (month/year)	Qualifications			
		Subject	Result	Date	Awarding body
	From:				
	To:				
	From:				
	To:				
	From:				
	To:				
	From:				
	To:				

Membership of relevant professional institutions:

SECTION 3: Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Details of training:	Date completed (mm/yy):



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SECTION 4: Employment

Current/most recent employer's name & address:

Current/most recent job title:

Date started:

Please provide a brief description of duties:

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:



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SECTION 5: ALL previous employment and/or activities (including volunteering) since leaving secondary education. Please continue on a separate sheet if necessary

Name/address of employer	Dates (month/year)	Position held and/or duties	Reason for leaving
	From:		
	To:		
	From:		
	To:		
	From:		
	To:		
	From:		
	To:		
	From:		
	To:		

SECTION 6: Gaps in your education/employment history.

If there are any gaps in your education/employment history, e.g. looking after children, sabbatical year, or if you have spent any longer than a 3 month period overseas, either living or working, please give details and dates.

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SECTION 7: Supporting statement

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.



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SECTION 8: Interests

Please give details of your interests, hobbies or skills which you feel are relevant to your application.



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SECTION 9: References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer/organisation with whom you most recently worked/volunteered with children. If you are a student, one should be a senior staff member from your place of study. Neither referee should be a relative or someone known to you solely as a friend. Newcastle Rugby Foundation will take up references from any previous employer prior to a formal issue of contact. If you have not been previously employed, a suitable character reference must be used.

Referee 1		Referee 2	
Name:		Name:	
Organisation:		Organisation:	
Address:		Address:	
Email address:		Email address:	
Telephone no:		Telephone no:	
Occupation:		Occupation:	
May we contact prior to interview (Y/N)?		May we contact prior to interview (Y/N)?	

SECTION 10: Additional information

Existing contacts at Newcastle Rugby Foundation. Please indicate if you know any existing employees or trustees of Newcastle Rugby Foundation and if so, how you know them:

Do you hold a full driving licence (Y/N)?

Do you have access to a car (Y/N)?

Do you have any endorsements (Y/N)?

If 'Yes' please give details:

Do you hold a current DBS? If Y please supply the organisation who issued the certificate, date of expiry and number.

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country (Y/N)?

Is there any relevant court action pending against you (Y/N)?



**NEWCASTLE
RUGBY
FOUNDATION**

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If answering "Yes" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.