



# The Leeds United Foundation

## Job Application Form

Post Applied for:

Ref No:

*Please complete this form fully using black ink*

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

### Section 1 Personal Details

Last Name:

First Name:

Address:

Post Code:

Home Telephone No:

Letters

Numbers

Letter

National Insurance No:

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Daytime Telephone No:

Mobile Telephone No:

Email address:

Can we contact you at work?

Yes

No

If yes, Work Telephone No:

Are you free to remain and take up employment

in the UK with no current immigration restrictions?

Yes

No

Driving Licence – if relevant to post applied for

Do you hold a full, clean driving licence valid in the UK?

Yes

No

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

## Section 2

## Present Employment

*If now unemployed, please give details of last employer*

Name of Employer:

Address:

Post Code:

Job Title:

Date of Appointment:

Salary:

Department / Location:

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice:

Last day of service

(If no longer employed):

Reason for leaving

(If no longer employed):

## Section 3

## Previous Employment

*(Most recent employer first). Please cover the last 7 years and state nature of business.*

Name of Employer:

Address:

Post Code:

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Post Code:

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Post Code:

Position Held:

Summary of duties:

Reason for leaving:

## Section 3 Education

*Qualifications obtained from Schools, Colleges and Universities.*

*Please list highest qualification first.*

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

## Qualifications Relevant to Football

*Please give details:*

Qualifications obtained	Date Obtained

## Professional, Technical or Management Qualifications

*Please give details:*

Professional / Technical / Management Qualifications	Course Details

**Membership of Professional / Technical Associations – Please state level of Membership:**

Continue on a separate sheet if necessary

## Section 5 Training and Development

*Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.*

Title of Training Programme or Course	Duration of Course

## Section 6 Personal Statement

**Abilities, skills, knowledge and experience**

*Please use this section to explain in detail how you meet the requirements of the Job Description. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.*

Complete on a separate sheet if necessary

## Section 7 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act (1974)?

Yes

No

If yes, please give details / dates of offence(s) and sentence:

## Section 8 Protecting Children and Vulnerable Adults

The following information may be required if the post you are applying requires a Criminal Records Bureau police check.

### Enhanced Checks Only

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your sustainability for this post?

Yes

No

What are your views on safeguarding and protecting vulnerable adults?

Please give details:

## Section 9 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

To demonstrate our commitment we use the Disability Symbol. As symbol users, we have made a firm commitment to guarantee a place in the final assessment stage to all disabled applicants who:

- Meet the minimum criteria at the application and (if applicable) the assessment tests; and
- has, or has had in the past, a disability or long term health condition which has (or had) a substantial disadvantage on your day to day living; and
- the disability is likely to last at least 12 months.

Do you have a disability?

Yes

No

This information will be used for the purpose of assessing eligibility for our guaranteed assessment scheme only.

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do you need to make specific arrangements in order for you to attend the interview?

Yes  No

If yes, please give details:

## Section 10 References

Please give the names and addresses of your two most recent employers (if applicable).  
If you are unable to do this, please clearly outline who your referees are.

Reference 1	Reference 2
Name:	Name:
Position:	Position:
Work Relationship:	Work Relationship:
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Tel No:	Tel No:
Email:	Email:
Are you willing for this referee to be approached prior to the interview?	Are you willing for this referee to be approached prior to the interview?

Yes  No

Yes  No

## Section 11

## Declaration

### B. Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

**I hereby give consent to such collection and processing of my personal data and I agree that the information given on this form may be used for data processing purposes.**

**I hereby certify that:**

- **all the information given by me on this form is correct to the best of my knowledge**
- **all questions relating to me have been accurately and fully answered**
- **I possess all the qualifications that I claim to hold**
- **I have read and, if appointed, am prepared to accept the conditions set out in the contract of employment and the job description.**

<b>Signed:</b>	<b>Date:</b>
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NB. Candidates selected for interview will normally be notified within three weeks of the closing date. Unfortunately, applicants who do not hear from The Leeds United Foundation must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.

**The Leeds United Foundation undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, email address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.**

If you are returning this form by email, you will be asked to sign your application at interview.

## RETURNING THIS FORM

<b>By Post:</b> Alan Scorfield The Leeds United Foundation Leeds United Elland Road Leeds LS11 0ES	<b>By Email:</b> alan.scorfield@leedsunited.com
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## Section 12 Recruitment Monitoring Form

*This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources Department purely for monitoring purposes.*

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

### What is your Ethnic Group?

Choose ONE section from A to E, then tick the appropriate box to include your cultural background.

#### A. White

White UK

Irish

White non-UK

Any other White background

(please give details):

#### D. Black or Black British

Black Caribbean

Black African

Any other Black background

(please give details):

#### B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background

(please give details):

#### E. Chinese or other Ethnic Group

Chinese

Vietnamese

Any other Ethnic background

(please give details):

#### C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

(please give details):

#### F. I do not wish to provide this information

## Section 12

## Recruitment Monitoring Form - Continued

**Gender**

Male

Female

### Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled?

Yes

No

If yes, please give details:

**Present Status**

Internal Applicant

External Applicant

### Age Group

16 - 25

26 – 35

36 – 45

46 – 55

56 - 65

66 - 70

Over 70

### Media

Please state where you saw this post advertised: