**Application Form (Strictly Confidential)**

*Please complete the relevant sections of this form legibly and accurately and return it to the details provided on or before the closing date specified in the advertisement - late applications will not be considered and no other form of application will be accepted.*

*All information provided will be handled and stored sensitively, treated with the strictest confidence and used solely for its intended purpose. To view our privacy policy please visit www.countydurhamsport.com*

**Post Information**

|  |  |
| --- | --- |
| Post Title: |  |
| Post Number: |  |

**Personal Information**

|  |  |
| --- | --- |
| First Name(s): | Last Name(s): |
|  |  |
| Current Address: | |
|  | |
| Contact Number(s): | Email Address: |
|  |  |

**Education and Qualification**

Relevant educational, vocational or professional qualifications (most recent first):

|  |  |  |  |
| --- | --- | --- | --- |
| Educational Establishment or Course Provider: | Dates attended from and to: | Qualification(s): | Qualification(s) / Grade Achieved: |
|  |  |  |  |

**Employment Details**

Current Employment:

|  |  |
| --- | --- |
| Job Title: |  |
| Name of Employer: |  |
| Employer Address: |  |
| Date Commenced: |  |
| Current Salary: |  |
| Period of Notice Required: |  |
| Brief Outline of Role: | |
|  | |

Employment History:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer(s) and Addresses: | Job Title: | Date of Employment: | | Reason for Leaving: |
| From: | To: |
|  |  |  |  |  |

**Personal Specification**

|  |
| --- |
| **Please use this section to demonstrate and provide evidence that you have the essential and where possible desirable criteria as stated on the personal specification of the post for which you are applying. Candidates who do not evidence that they meet the essential criteria listed will not be shortlisted for interview.** |
| Experience: |
|  |
| Knowledge and Skills: |
|  |
| Personal Attributes: |
|  |
| Other: |
|  |

**References**

|  |  |
| --- | --- |
| Referee 1: | |
| Full Name: |  |
| Position: |  |
| Relationship: |  |
| Address: |  |
| Email: |  |
| Telephone: |  |

|  |  |
| --- | --- |
| Referee 1: | |
| Full Name: |  |
| Position: |  |
| Relationship: |  |
| Address: |  |
| Email: |  |
| Telephone: |  |

**Criminal Convictions**

|  |  |
| --- | --- |
| Do you have any criminal spent or unspent convictions? | |
| Yes: | No: |
| This post involves access to children, young people and vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. Please use the boxes below to provide details of any convictions (spent or unspent): | |
|  | |

**Advertising**

|  |
| --- |
| Please confirm how you found out about this vacancy: |
|  |

**Equal Opportunities Monitoring Form**

*This form will* ***NOT*** *be used during the short listing process but will be used for the purpose of recruitment monitoring. All information supplied will be treated in the strictest confidence.**Please complete the appropriate boxes.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Gender: | Male | Female | | Prefer not to say | | Other (please specify) |
| Date of Birth: |  | | | | | |
| Sexuality: | Bisexual | Lesbian / Gay | | Heterosexual | | Prefer not to say |
| Disability: | A disability is an impairment that has (or is likely to have) a substantial (more than minor), adverse, long-term (more than a year) effect on the ability to carry out normal day-to-day activities.  Do you consider yourself to have a disability? | | | | | |
| Yes | | No | | Prefer not to say | |
| Please list here any reasonable adjustments you may require: | | | | | |
|  | | | | | |
| Ethnicity: |  | | | | | |
| Religion, Faith or Belief: |  | | | | | |

**Declaration**

In submitting this application form I confirm that the information I have provided is true and up to date, failure to provide correct information will disqualify me from being appointed.

Please tick the box to confirm that you understand the above

**Submission**

Please submit your application form to: [hello@countydurhamsport.com](mailto:hello@countydurhamsport.com) or via post to:

Beth Donkin, County Durham Sport, The Sjovoll Centre, Pity Me, Durham, DH1 5BZ