



## **JOB APPLICATION FORM**

Individuals submitting an application form for a vacancy with Gillingham Football Club, please return form to [enquiries@priestfield.com](mailto:enquiries@priestfield.com) You can send in your CV to support your application. CVs sent in alone will not be accepted without a completed application form.

Position applied for:

### **PERSONAL DETAILS**

Surname:

Forename:

Title:

Address:

Postcode:

Email:

Tel no:

Mobile no:

National Insurance no:

Have you applied to work for Gillingham Football Club previously?

Yes  No

If yes, please give details of the role:

### **GENERAL**

Do you hold a current driving license?

Yes  No

What type of license is it?

Full  Provisional  Passenger Carrying Vehicle (PCV)

Do you have access to your own car or vehicle?

Yes  No



## ABOUT YOU

Are you a British national or a national of any EU Country?

Yes  No

If not, do you have the right to work in the UK and a current work permit?

Yes  No

If yes, please state the expiry date of your right to work in the UK and/or your work permit:

**The Asylum and Immigration Act 1996 requires us to seek proof of your right to work in the UK. You will be asked to provide original and any supporting documentation during the recruitment process.**

Do you have any medical conditions or health problems that may affect your ability to carry out the work activities for the position applied for?

Yes  No

Have you ever been restricted from certain work activities in the past?

Yes  No

If yes, please provide details:

For applicants applying for either a coaching / teaching role, please complete the below:

Do you hold a valid 'FA Safeguarding Children in Football' certificate?

Yes  No

If yes, when does it expire?

Do you hold a valid 'First Aid' certificate?

Yes  No

If yes, when does it expire?

Are you a member of the FA Coaches Association?

Yes  No

If yes, please state your membership number:



## EDUCATION AND QUALIFICATIONS

(Please list secondary, further and higher education only, in chronological order)

Name of establishment	Qualifications and subjects	Grade and result	Awarding body	Date of award

## COACHING QUALIFICATIONS AND OTHER TRAINING COURSES

(Please give details of any relevant training courses undertaken)

Date and duration	Title / name of training course	Brief details



## MEMBERSHIPS

(Please list any learned / professional societies or associations/accreditations)

Name of professional society/association/accrediting body	Membership number

## CURRENT EMPLOYMENT

(Please state exact dates and where applicable, hours for any part-time positions)

**Job title / position held:**

Full time       Part time

**Name of employer:**

**If part-time, please state hours:**

**Start date:**

**End date:**

**Salary/ or grade:**

**Brief description of duties:**

**Reason for leaving:**



**PLEASE LIST ALL EMPLOYMENT HISTORY**

Name of employer: Job title / position held:  
Full time or part-time: Start date: End date:  
Salary:

Name of employer: Job title / position held:  
Full time or part-time: Start date: End date:  
Salary:

Name of employer: Job title / position held:  
Full time or part-time: Start date: End date:  
Salary:

Name of employer: Job title / position held:  
Full time or part-time: Start date: End date:  
Salary:

**REFERENCES**

Any offer of employment will be subject to the receipt of satisfactory references.  
**Please provide a minimum of 2 professional references.**

Please provide details of a minimum of TWO referees covering your last three years of employment, one of which must be your current or most recent employer.  
Please use BLOCK CAPITALS and give all addresses in full.  
References will be requested for successful candidates once you have received a conditional offer.

Do you agree to us approaching your referees at that time?

Yes  No



**CURRENT/MOST RECENT EMPLOYER**

Referee's name:

Referee's position:

Company and postcode:

Contact phone number:

Email:

**ADDITIONAL REFEREES**

Referee's name:

Referee's position:

Company and postcode:

Contact phone number:

Email:

**ADDITIONAL REFEREES**

Referee's name:

Referee's position:

Company and postcode:

Contact phone number:

Email:

Please outline your relevant experience, skills, and abilities - gained both in and outside of work demonstrating how you meet the skills / experience detailed on the full job description provided. Please continue a separate sheet if necessary. You can send in your CV to support your application. CVs sent in alone will not be accepted without a completed application form.





## JOINING THE TEAM

What is your notice period?

Do you have any holidays booked?

Yes  No

If yes, please specify dates:

The information you provide on this form and obtained from other relevant sources will be used to process your application for work. The personal information you give will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed with your application and are offered a contract of employment with us, the information will be used in the administration of your employment and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with other information held by us. We may also use your information or pass to certain third parties to prevent or detect crime, to protect public funds or in other ways as permitted by law.

By signing the application form, you agree to the processing of sensitive personal data in accordance with the Data Protection Act 1998.

## DECLARATION

It is important that the information you provide is accurate and that ALL sections are completed. Your signature below confirms that the information you have given is accurate and true. You understand that providing misleading or false information will automatically disqualify you from the application process and may result in the subsequent termination of your employment.

Signed:

Print name:

Date:





## STRICTLY CONFIDENTIAL

Gillingham Football Club is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (combined, the Equality Act 2010 Protected Characteristics).

This form assists us in monitoring who is applying for employment with us, and our adherence to equal opportunities 'best practice'. We also ask some questions regarding disability which may assist us in determining whether any reasonable adjustments are necessary to facilitate your interview. Any information you give will only be used by the relevant member of the Senior Management team for the purpose of ensuring the effectiveness of our Equal Opportunities Policy. This form will be separated from your application, on receipt, and will be treated in the strictest confidence. If you are subsequently employed by Gillingham Football Club and/ it shall be retained on your personnel file. If you are not offered employment with either organisation your application will be kept for up to 12 months and then destroyed. The information supplied on this form is used for statistical purposes only.

Thank you for your co-operation.

## PLEASE STATE WHERE YOU SAW THIS JOB ROLE ADVERTISED

- Company website
- Facebook
- Twitter
- Job site, please specify:
- Other, please specify:

## AGE & SEX

Are you?

- Male    Female    Other    I prefer not to answer this question

What is your age?

- 16-24    25-34    35-44    45-54    55-64    65-74    75+  
 I prefer not to answer this question



## DISABILITY

**Do you consider yourself to have a disability or impairment?**

Yes       No

**If yes, please select from the options below:**

- Physical impairment (ambulant)
- Physical impairment
- Learning impairment / disability (e.g. Down's Syndrome)
- Learning difficulty
- Hearing impairment (deaf or hard of hearing)
- Visual impairment
- Long term illness
- Prefer not to answer

Other (Please specify):

**Please indicate whether you require any adjustments to enable you to attend and participate in an interview or to carry out any selection tests. Disabled applicants are invited to contact the lead name provided on the job advert in confidence, at any point during the recruitment process to discuss steps that could be taken to facilitate attendance and participation at an interview or to overcome any operational difficulties presented by the job.**

**Adjustments required for interview (including, for example, induction loop / radio aid / speech-to-text reporter / BSL interpreter / other):**

**Adjustments required for job:**

**Please give details of any other special requirements we may need to be aware of should you be selected for an interview:**



## GENDER REASSIGNMENT

If you have undergone, are undergoing or intend to undergo gender reassignment, are you?

- Transsexual with an acquired gender of male
- Transsexual with an acquired gender of female
- I do not wish to disclose this
- Not applicable

## RELIGION

What is your religion or belief?

- No religion
- Christian
- Buddhist
- Hindu
- Muslim
- Sikh
- Any other religion (please specify)
- I prefer not to answer this question

## HOW WOULD YOU DESCRIBE YOUR SEXUAL ORIENTATION?

- Bisexual
- Gay Man
- Gay Woman / Lesbian
- Heterosexual / Straight
- Other
- I prefer not to answer this question

## ARE YOU CURRENTLY?

- Married
- In a civil partnership
- Neither
- I prefer not to answer this question

## ARE YOU CURRENTLY?

- Pregnant
- Within 26 weeks of having given birth (This is the definition used for maternity in the Equality Act 2010)
- I do not wish to disclose this
- Not applicable

## RACE

### A. White

- Welsh
- English / Scottish / Northern Irish / British
- Gypsy or Irish Traveller
- Other white background,  
(please specify):

### C. Asian / Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other Asian background  
(please specify):

### E. Other ethnic group

- Arab
- I prefer not to answer this question

### B. Mixed / multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Other mixed / multiple ethnic,  
(please specify):

### D. Mixed / multiple ethnic groups

- African
- Caribbean
- Other Black / African / Caribbean  
(please specify):

- Any other ethnic group  
(please specify):

**For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form, give my consent to Gillingham Football Club processing the data supplied above in connection with monitoring compliance with its equal opportunities, obligations and policy. I also agree to the storage of this information on manual and computerised files.**

**Date:**  
(DD / MM / YYYY)



## Self-Declaration Form

Gillingham Football Club and its staff are fully committed to the safeguarding and welfare of children and vulnerable adults regardless of their age, gender, language, religion, ethnic background or sexual identity. We recognise that safeguarding is the responsibility of everyone who has contact with children, young people and vulnerable groups and we are dedicated to providing a positive environment, enjoyable experiences and to protect from harm.

We therefore ask you to complete the below self-declaration form which will form part of your overall application.

### Rehabilitation of Offenders Act Statement

This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974. You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 that you should declare all criminal convictions found against you – including ‘spent’ convictions. You are not entitled to withhold information about convictions or cautions that would otherwise be considered ‘spent’. Please circle either ‘Yes’ or ‘No’ for each question.

### Have you ever:

Been convicted of any offence	<input type="checkbox"/> Yes <input type="checkbox"/> No
Been subject of a caution, reprimand, or final warning; a Bound Over Order	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you at present the subject of pending prosecutions or current criminal investigations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you disqualified from working with children and young people, either through a court-imposed disqualification order or through your inclusion on either the Department of Health or Department of Education and Skills Lists of those banned from working with children or The POCA Register?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a person known to any social services department as being an actual or potential risk to children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you OR a member of your family living with you OR a person not related to you but living in your home, been the subject of a child protection investigation or enquiry either currently or in the past?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had a child for whom you had caring, or parental responsibility removed from your care?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had a child for whom you had caring or parental responsibility on the child protection registers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you the subject to any pending disciplinary action against you or have you been subject to a disciplinary investigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a previous employer ever taken disciplinary action against you, or have you been subject to a disciplinary investigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you had a disciplinary sanction from the FA or other governing body relating to child welfare or child abuse?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Have you ever been suspended or are you currently suspended by the FA or other governing body relating to child welfare or child abuse?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been investigated for any safeguarding issue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been dismissed by a previous employer because you were considered a risk to vulnerable groups?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been asked to leave a sporting organisation because you were considered a risk to vulnerable groups?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a young person made an allegation against you involving abuse, malpractice, or professional misconduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Do you have a DBS (Disclosure & Barring Service) Enhanced Check?**

Yes  No

**If yes please state:**

Issued by:

DBS no:

Valid from date:

**Have you signed up to the DBS update service?**

Yes  No

We will need to know if your circumstances have changed since the offending behaviour and whether you can give us reassurance that this is in the past, and you are a reformed character. At the interview, we will ask you to clarify the information in your application.

If you are attaching additional information relating to the above questions, please tick this box

**Self-Declaration Form**

I have read and understood what has been asked of me in this form. I confirm the information that I have provided in support of my application is a complete and true record and there is no reason I cannot work with children or young people (under 18) or vulnerable adults.

I agree to notify my employer of any pending prosecutions / cautions / warnings / reprimands or convictions whilst I remain in post.

I understand that to give false information, failure to disclose information or subsequent failure to conform to the Code of Conduct may result in disciplinary action.

If successful in my application, I agree to undertake a DBS Enhanced Disclosure Check, at the expense of my employer in accordance with Gillingham Football Club recruitment procedures.

**Signed:**

**Print name:**

**Date:**