**Gillingham FC Application Form**

**Please scroll down for application form.**

*Gillingham Football Club is committed to safeguarding children and promoting the welfare of children and young people and expects all trustees, staff and volunteers to share this commitment. All successful candidates will be subject to an Enhanced Criminal Record Disclosure from the Disclosure and Barring Service along with other relevant employment checks, including overseas criminal background checks, where applicable. All new trustees, employees and volunteers will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.*

**Individuals Safe to Operate Responsibilities**

1. Staff must evidence a commitment to the safety and welfare of children, young people and adults at risk regardless of their age, gender, language, religion, ethnic background or sexual identity and ensure the safety and protection of all children, young people and adults at risk taking part in any activity arranged by or in the name of the Club.

2. It is a requirement for staff to follow the Club’s Safeguarding reporting procedures to report without delay, allegations of abuse, poor practice or which is or may, impact on the welfare of a child, young person or adult at risk. After contacting and taking guidance from the Safeguarding Team, staff must use the Club’s Child Protection Online Management System (MyConcern) to record the concern within 24 hours unless directed to do otherwise.

3. Ensure implementation of the club's health & safety, safeguarding, welfare and equality policies to create a safe working environment for all;

**Compliance Responsibilities**

1. To engage in the necessary CPD and professional qualifications to further your expertise (ensuring all Premier League and FA stipulations are adhered to).

2. always Perform duties with due regard to club policies and procedures and legislative requirements;

3. Ensure working practices are compliant with relevant legislation and data protection legislation and/or general data protection regulations (GDPR) requirements;

**Gillingham FC Job Application Form**

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| Position Applied For: |
| Name: |
| Address |
| Postcode: |
| Email: |
| Telephone Number: |
| Mobile Number: |
| National Insurance No: |
| Have you applied to work for Gillingham FC before?: |
| If yes, please provide details of the role: |
| Are you a British National or a National of any EU country?: |
| If not, do you have the right to work in the UK and a current work permit?: |
| 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? |
| Have you ever been restricted from certain work activities in the past? |
| If yes, please explain why? |
| For some applications, successful candidates will be required to undergo a DBS check. Would you be prepared to undergo a DBS check? |

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| **Rehabilitation of Offenders Act** | | |
| Have you ever been convicted of a criminal offence? |  |  |
| Have you any prosecutions pending? |  |  |
| If yes, please give details/dates of offence(s) and sentence |  |  |
| Additional notes: | | |

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| **Employment History** | | | | |
| Please fill in your employment history, including education and voluntary work. If there are any gaps, please provide reasons. | | | | |
| **Name of employer** | **From** | **To** | **Job Title** | **Reason for leaving** |
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| **Qualification and Education** | | |
| **Qualification** | **Awarding Body** | **Date of Award** |
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| **References** | |
| **Reference 1** | **Reference 2** |
| Name: | Name: |
| Position (Job Title): | Position (Job Title): |
| Organisation: | Organisation: |
| Dates employed (To) and (From): | Dates employed (To) and (From): |
| Telephone: | Telephone: |
| Email: | Email: |

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| **Personal Statement:** *In less than 500 words.* *Please tell us about your personal qualities and experiences that are relevant to the suitability of the post advertised and how you meet the person specification.* |
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| **Declaration** | |
| I confirm that the information provided in this application form is truthful and accurate. I  have omitted no facts that could affect my employment. I understand that any false  misleading statements could place any subsequent employment in jeopardy. I understand  that any employment entered into is subject to documentary evidence of my right to work  in the UK and satisfactory references. I expressly consent to personal data contained  within this form being recorded for the purposes of assessing suitability for the post and  may form the basis of any subsequent personnel file. | |
| Signed: | Date: |
| Gillingham FC undertakes that it will treat any personal information that you provide to  us, or that we obtain from you, in accordance with the requirements of the Data  Protection Act 1998. | |