

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

Post applied for:

GUIDANCE NOTES

EQUAL OPPORTUNITIES

We are committed to a policy of treating all employees and job applicants equally. Our aim is that all colleagues should be able to work in an environment free from discrimination, harassment and bullying.

SAFEGUARDING AND CHILD PROTECTION

Fighting Fitness Judo (FFJudo) recognises that the safeguarding and protection of children is of paramount importance within the organisation. FFJudo will ensure that safety and protection is given to all children involved in activities through adherence to the Safeguarding guidelines adopted by FFJudo.

APPLICATION FOR EMPLOYMENT

Please complete this form in your own handwriting or by word processing. The information provided on this application form will remain confidential and will be used for the purpose of selection and recruitment. Where the application is successful, FFJudo may, from time to time thereafter, wish to process this information (as updated periodically) for personal administration and business management purposes. Where this is the case, processing, whether by means of computer or otherwise, will take place in accordance with the provisions of the Data Protection Act 1998.

By signing this form, you will be providing the company with your consent to these uses.

1 CONTACT DETAILS

Surname:	Forename(s):
Address:	Telephone Number(s) Home:
	Business:
Post Code:	Mobile: E-mail:

2 ELIGIBILITY TO WORK WITHIN THE UK

Are you currently eligible to work in the UK?	Yes	No
<i>Please state what documentation you can provide in order to demonstrate this. E.g. British passport, birth certificate, European Economic Identity Card, travel document showing authorisation to reside and work in the UK etc.</i>		

3 EMPLOYMENT HISTORY starting with current or most recent (please continue on a separate sheet if necessary)

Employers Name and Address	Job Title and details of responsibilities	Dates of Employment From- to

4 GENERAL EDUCATION please detail relevant qualifications

School	Qualification(s) obtained, subjects and grades	Date Awarded

5 FURTHER/VOCATIONAL/HIGHER EDUCATION

College/University	Qualification(s) obtained, major subjects and grades if appropriate	Date Awarded

6 SPECIALISED TRAINING (including apprenticeships, training courses, professional training and details of any professional membership)

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7**PERSONAL STATEMENT IN SUPPORT OF YOUR APPLICATION**

Please provide details of relevant experience, principal achievements and personal qualities and explain how you meet the skills set out in the person specification. Include any activities, experience, skills and training, which will support your application for this post. (Continue on additional sheet if necessary.)

All appointments are subject to the receipt of two satisfactory references. Please provide details of two appropriate referees to whom confidential enquiries may be made. One of these **MUST** be your current or most recent employer provided this is within the last two years. The second, a similar individual from a previous employment.

If you are without two previous jobs please provide the name of a professional referee, eg Doctor, Justice of the Peace, Teacher

Referee 1:

Name:

Company:

Address:

Capacity in which you know the referee:

Capacity in which you were employed:

Dates of employment:

Referee 2:

Name:

Company:

Address:

Capacity in which you know the referee:

Capacity in which you were employed:

Dates of employment:

Rehabilitation of Offenders Act / Safeguarding Children

The position for which you are applying may involve contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, "bound-overs", or any criminal convictions including any that would otherwise be considered "spent" under the Act.

I understand that failure to disclose or any intention to knowingly withhold such information may be deemed as just cause for gross misconduct and as such may lead to my instant dismissal from FFJudo.

Have you ever been convicted of any offence or "bound-over" or given a caution? Y / N

Are you currently the subject of any on-going criminal investigations or are you awaiting the outcome of any charges pending against you? Y / N

Have you had any contact with the police or involvement or findings by Civil/Family Courts in this country or abroad? Y / N

If you have replied yes to any of these three questions please provide details, including dates, on a separate sheet and attach it to this form marking your envelope "Strictly Private & Confidential – Addressee Only".

I understand that if my application is successful I will be required to obtain a DBS Disclosure at the appropriate level.

The company reserves the right, at any time, to check on any experience, achievements, qualifications or skills claimed by you either on this application form, in any accompanying or subsequent correspondence or at interview. By signing this form you will be providing us with your agreement for us to proceed with this course of action and confirming that you will not unreasonably refuse to sign a suitably worded information release that will allow such an investigation to take place.

Declaration:

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution. I also understand that any job is subject to satisfactory references, probationary period and Data Barring Service (DBS) Disclosure.

Print name: _____ **Signed:** _____

Date: _____

Once complete please send the information to:

Email: info@fightingfitnessjudo.com