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**Charlton Athletic Training Ground**

**Sparrows Lane**

**New Eltham**

**London**

**SE9 2JR**

**Tel: 020 8850 2866**

**Application for Employment**

Please complete this form accurately, giving as many details as possible about your skills and experience relating to the job application. Short-listing will be based on the information gathered from the form.

Please ensure the form is completed, signed, dated and returned to CACT HR Department by the closing date at address above, marked “Private and Confidental”, or by Email to: Jobs@cact.org.uk.

We are unable to accept forms without a signature.

|  |  |
| --- | --- |
| **Position Applied for** |  |
| **Reference Number** |  |

**SECTION 1 PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Address** |  |
| **Postcode** |  |
| **Home Tel** |  |
| **Mobile Tel** |  |
| **Email:** |  |

**SECTION 2 DRIVING LICENCE**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Do you have a full driving licence?** |  |  |
| **Do you have the use of a car?** |  |  |

**SECTION 3 EMPLOYMENT HISTORY (**Please include **your career history since leaving full-time education and explain any gaps in employment)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** |  | **Position** |  |
| **Description of Duties** |  | | |
| **Dates Employed** | From:  To: | **Pay** |  |
| **Reason for Leaving** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** |  | **Position** |  |
| **Description of Duties** |  | | |
| **Dates Employed** | From:  To: | **Pay** |  |
| **Reason for Leaving** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** |  | **Position** |  |
| **Description of Duties** |  | | |
| **Dates Employed** | From:  To: | **Pay** |  |
| **Reason for Leaving** |  | | |

*Please continue on separate sheet(s) if required.*

**SECTION 4 EDUCATION QUALIFICATIONS AND ALL OTHER RELEVANT QUALIFICATIONS**

|  |  |
| --- | --- |
| **School/College/University/Other Establishment** | **Courses Studied and Qualifications Achieved** |
|  |  |

*Please ensure all relevant qualifications are included. It is our policy to verify the qualifications of all successful job applications if relevant to the role. Please continue on a separate sheet if required.*

**SECTION 5 EXPERIENCE**

|  |
| --- |
| **Please give details of your experience and how you feel you meet the requirements for this role** |
|  |

*Please continue on a separate sheet if required.*

**SECTION 6 REFERENCES** Please give details of referees for your last two employers, most recent first, to cover the last 5 years of employment. References will not be requested until any job offer is accepted.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** |  | **NAME** |  |
| **COMPANY** |  | **COMPANY** |  |
| **ADDRESS** |  | **ADDRESS** |  |
| **POSTCODE** |  | **POSTCODE** |  |
| **EMAIL ADDRESS** |  | **EMAIL ADDRESS** |  |
| **TEL NO** |  | **TEL NO** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** |  | **NAME** |  |
| **COMPANY** |  | **COMPANY** |  |
| **ADDRESS** |  | **ADDRESS** |  |
| **POSTCODE** |  | **POSTCODE** |  |
| **EMAIL ADDRESS** |  | **EMAIL ADDRESS** |  |
| **TEL NO** |  | **TEL NO** |  |

**SECTION 7 CONVICTIONS** The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of any cautions and convictions can be found on the[**Disclosure and Barring Service website.**](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)

Information and advice about convictions and cautions that do not need to be disclosed is also available from [UNLOCK](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf)

|  |  |  |
| --- | --- | --- |
| **Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?** | **Yes** | **No** |
|  |  |
| **Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?** | **Yes** | **No** |
|  |  |

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

CACT is committed to the safeguarding of its staff, volunteers, adults and young people. Any job offer made will be subject to satisfactory references a DBS Enhanced Criminal Record Check including a “Children’s Barred List Check”.

**SECTION 8 MISCELLANEOUS**

|  |  |
| --- | --- |
| Are there any restrictions on your right to work in the UK? |  |
| If yes, please state restrictions and the expiry date of any permissions |  |
| How much notice are you required to give your current employer? |  |
| Do you have/will you have any other employment or work (including any casual, paid, unpaid, voluntary or charity work)? |  |
| Please name any person you know who currently works for the Charlton Athletic Community Trust |  |
| Please indicate where you saw details of this role with Charlton Athletic Community Trust  Advertisement (which newspaper or job board)  Charlton Athletic Community Trust website  Other related website (please specify)  Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

I confirm that the answers to the above questions are true and complete to the best of my knowledge and belief.  I understand that giving false or withholding information could affect the terms of my contract and may lead to my dismissal.

Signed ………………………………………………………………………………………..

Date…………………………………………………………………………………………….

|  |
| --- |
| By submitting this Application Form you consent to us using and keeping information about you provided by you (or third parties such as referees) relating to your application or future employment.  This information will be used by the company for purposes relating to recruitment and/or your employment. The information will be retained for 6 months from the date on which you are informed whether you have been invited to interview and/or the termination of your employment if you are successful.  All personal information which we hold about you will be held and processed in accordance with the data protection legislation. You can view CACT’s full privacy notice at <http://www.cact.org.uk/policies> |