NCS Staff Application Form

Please ensure you complete every section of this application form.

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| **PERSONAL DETAILS** | | | | | |
| **Title:** |  | **First name(s):** |  | **Surname:** |  |
| Main Home Address: |  | | | | |
| Term time address: | **If different to above:** | | | | |
| Where will you be based when working on NCS? | **Main Home Address**  **Term Time Address**  **Other If other, please advise where:** | | | | |
| **Mobile Tel:** |  | | **Email address:** | | |
| **Date of birth:** | **/ /** | | **I am: Male / Female** | | |
| **Are you eligible to work in the UK? Yes / No** | | |
| **National Insurance number:** |  | | | | |
| **Do you hold a current driving licence? Yes / No Do you have regular access to a car? Yes / No**  **Do you hold a valid DBS Disclosure? Yes / No Do you hold a valid First Aid Qualification? Yes / No** | | | | | |
| **Grimsby Town Sports and Education Trust is an equal opportunities employer and welcomes all applicants. Please let us know if you have any special requirements relating to interview arrangements:** | | | | | |

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| **POSITION INFORMATION** |  | |
| **I am applying for: (please tick the role/s that you wish to apply for)**  **Assistant Team Leader**  **Team Leader** | | |
| **I will be available to work on the following dates: (please tick or highlight the dates that you wish to apply for. This may include: more than one programme.**  **Wave 1: 18 July 2022 – 29th July 2022**  **Wave 2: 25th July 2022 – 5th August 2022**  **Wave 3: 1st August 2022 – 12th August 2022**  **Wave 4: 8th August 2022 – 19th August 2022** | | |
| **Autumn 2022**  **Throughout Autumn we run condensed versions of the Summer NCS programme.**  **These run from September through to December 2022. Tick the box to be added to the mailing list:** | | |
| **ABOUT YOU**  **Where/how did you hear about this vacancy? (If referred by a friend, please state friend’s name)** | | |
| **Please use the space below to state the reasons for why you want to apply for this role. Include details of any relevant skills/experience that you have that will be of value to us. Please use a continuation sheet if required.** | | |
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| **Have you been involved with NCS before? YES / NO If yes, in what capacity?**  **Young Person**  **Volunteer**  **Member of staff**  **If a member of staff please provide details of what role you undertook and with which NCS provider, along with dates of employment and the contact details of your supervisor there:**  **Your NCS Role:**  **The NCS Provider that you worked for:**  **Your dates of employment:**  **NCS Provider contact details**  **Supervisor’s Name:**  **NCS Provider:**  **Phone:**  **Email:** | | |
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| **The post you are applying for is ‘exempt’ from the Rehabilitation of Offenders Act 1974, so you are required to declare:**  **· All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974**  **· All spent adult cautions (simple or conditional) or spent convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)**  **The amendments to the Exceptions Order provide that certain ‘spent’ convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account.**  **Failure to declare convictions / cautions may result in withdrawal from the project without pay. Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. All such information will be treated in the strictest confidence and only taken into consideration if strictly relevant.**  **If you are unsure about how to answer the questions on this form, please contact Nacro’s Criminal Record Support Service on 0300 123 1999 or helpline@nacro.org.uk. All enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you.** | | |
| 1. **Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?**   **Yes / No**  **(If Yes, please provide details relating to the nature of the allegation(s) and the date and / or the disciplinary action and the date. If necessary, continue a separate sheet)** | | |
| 1. **Do you have any spent adult cautions (simple or conditional) or spent convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?**   **Yes / No**  **(If Yes, please provide details relating to the nature of the allegation(s) and the date and / or the disciplinary action and the date. If necessary, continue a separate sheet)** | | |
| 1. **Have you been subject to disciplinary action, or have there been allegations made in relation to your working with children? Yes / No**   **(If Yes, please provide details relating to the nature of the allegation(s) and the date and / or the disciplinary action and the date. If necessary, continue separate sheet)** | | |

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| **EMPLOYMENT AND EDUCATION HISTORY** |
| **If it is not already detailed on your CV please provide your employment history in full with month and year, including all voluntary roles, part time positions and any employment that you have undertaken concurrently.**  **Please include details of your Highest Education level also. Please use a continuation sheet if necessary.**  **It is essential that a complete history is provided, including any periods of unemployment, and anytime more than 1 month spent abroad.**  **This information is for inspection purposes relating to Safeguarding Children Act.** |

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| **Educational Establishment / Employer:** | **Dates: you MUST include month as well as year:**  **e.g. Jan 2012 – Feb 2013** | **Course / Role:** | **Qualifications gained or**  **reason for leaving job if applicable:** |
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| **1. Have you worked abroad in the last 5 years?**  **YES / NO**  **If you have worked abroad for 3 months or more in the same country, please give details of the employment here and dates:** | | | |

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| **REFERENCES** |
| **Please read through the following criteria before completing the next section of this application form:**   * **At least one of them should be from a previous employer** * **You must obtain permission from your references before listing them below** * **Due to GDPR we can only accept references from employers who are able to comment on your suitability to the role. We do not accept references from employers who can only confirm dates of employment.** * **Referees can NOT be family members, someone living at the same address as you or friends** * **If you have worked abroad you must provide a reference for that period of employment** * **If you have worked on NCS before (this includes with another NCS provider) you must put them down as a reference.**   **If the above is not adhered to regrettably we will not take your application any further.** |

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| **Please provide full contact details of TWO referees:** | |
| **Referee 1**  **Name:**  **Relationship to you:**  **Position (if applicable):**  **Organisation name (if applicable):**  **Address:**  **Phone/Mobile:**  **Email:** | **Referee 2**  **Name:**  **Relationship to you:**  **Position (if applicable):**  **Organisation name (if applicable):**  **Address:**  **Phone/Mobile:**  **Email:** |

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| **YOUR PERMISSION** | | | |
| * **I understand an enhanced DBS (previously known as CRB) disclosure will be required for all NCS roles.** * **For the purposes of the Data Protection Act 1998, I consent to the information contained in this form and any information received by or on behalf of Grimsby Town Sports and Education Trust relating to the subject matter of this form, being processed by them in administering the recruitment process.** * **I declare that all the information on this form is true and correct. I understand that any false statement or may lead to my being removed from the project without pay.** | | | |
| **Signature:** | **(Typing your name in is fine if completing online)** | **Date:** | **/ /** |

**Please check that you have completed each section of this form. Once you are sure it is all correct then please send it with your CV to:**

**Email: adie.merrikin@gtfcset.co.uk**

**Adie Merrikin**

**Grimsby Town Football Club**

**Blundell Park**

**Grimsby Road**

**Cleethorpes**

**North East Lincolnshire**

**DN35 7PY**

**01472 696481 ext.2**