**Holford Drive Community Sports**

**Application Form**

Please review the job description and person specification for the role you are interested in and complete the application form. In your application you should draw on relevant aspects of your experience to demonstrate how your skills, experience and personal qualities match the requirements of this job specification. Your experience can include paid employment and voluntary work or training. If you have any questions or would like to discuss the roles in more detail, please email [hdcshrecruitment@gmail.com](mailto:hdcshrecruitment@gmail.com).

Please return the completed application form via email to [hdcshrecruitment@gmail.com](mailto:hdcshrecruitment@gmail.com). The deadline for applications for all posts is **Friday 14th June 2024**

1. **Which post are you applying for?**

|  |  |
| --- | --- |
|  | Hub Manager |
|  | Hub & Volunteer Co-ordinator |
|  | Activation Worker |

1. **Contact details.**

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| Address |  |
| Postcode | ` |
| Telephone number |  |
| Email address |  |

|  |  |
| --- | --- |
| What date are you available to start? |  |

1. **Please indicate the highest level of qualifications you have.**

|  |  |
| --- | --- |
|  | Degree or above |
|  | BTEC |
|  | A Level or AS Level |
|  | GCSE or equivalent |
|  | I don’t have any qualifications |
|  | Other |

1. **Employment history** - Please include details of all Employment History

**Current role**

|  |  |
| --- | --- |
| Name of Employer |  |
| Job Title |  |
| Brief summary of your role (no more than 50 words) |  |
| Start date |  |
| Notice period |  |

**Previous roles** – Please insert more rows if needed

|  |  |  |
| --- | --- | --- |
| **Start/end date** | **Job title and brief summary of role (no more than 40 words)** | **Reason for leaving** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Experience -** Please refer to the experience section of the person specification and provide details of how your experiences match the requirements of this role.

|  |
| --- |
|  |

1. **Skills and Abilities** - Please refer to the skills and abilities section of the person specification and provide details of how your skills and abilities match the requirements of this role.

|  |
| --- |
|  |

1. **Training and Development** - Please refer to the training and development section of the person specification and provide details of any qualifications or training undertaken that are relevant to the role you are applying for.

|  |
| --- |
|  |

1. **Qualifications** - Please refer to the qualifications section of the person specification and provide details of any qualifications or training undertaken that are relevant to the role you are applying for.

|  |
| --- |
|  |

1. **Any other relevant information** – Please provide details of any other information in relation to your application for this role.

|  |
| --- |
|  |

1. **References**

Please list two professional references who are not related to you. Provide their name, phone number, email and relationship to you. If you only have one professional reference you may include one personal reference. (Please state if you prefer that we delay contact for a reference until shortlisting).

**Referee 1**

|  |  |
| --- | --- |
| Name |  |
| Role |  |
| Telephone number |  |
| Email address |  |

**Referee 2**

|  |  |
| --- | --- |
| Name |  |
| Role |  |
| Telephone number |  |
| Email address |  |

1. **Rehabilitation of Offenders Act 1974**

The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974 because it involves access to children, young people, and vulnerable adults. Therefore, you are required to provide details of all convictions in the box below, even if they are classified as ‘spent’.

If you are successful in this recruitment process Holford Drive Community Sports Hub will provide a DBS check from the Disclosure and Barring Service irrespective of whether you tick Yes or No. This will be discussed with you at the time. The information gained will be used to check your suitability for the post.

Do you have a prosecution pending or have you ever been convicted at a court or cautioned by the police for any offence including those classified as ‘spent’ under the Rehabilitation of Offenders Act 1974?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

If yes, please use the space below to provide details of pending prosecutions, convictions, cautions and bind over orders, including the approximate date, the offence, and the court or police force which dealt with the offence.

|  |
| --- |
|  |

1. **Declaration**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

1. **Equality & Diversity Monitoring Section**

HDCSHwants to meet the aims and commitments set out in its Equalities Plan. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce to encourage equality and diversity. We commit to regularly reporting in aggregate the disability, race and sex make-up of our team and board.

We need your help and co-operation to enable it to do this but filling in this section is voluntary.  
  
HDCSH provides you with the following assurances:

* The information provided on this form is for Equal Opportunities and Diversity Monitoring Purposes only and will be used solely for monitoring purposes.
* All information on this form will be held securely on our database in strictest confidence.

**Disability**

The Disability Discrimination Act 1995 states that a ‘person has a disability for the purpose of this Act if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities’.  
The information in this section is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with us during the recruitment process.

**By completing this section, you will help us better understand how we, as an employer, ensure equality of opportunity for all. Please tick the appropriate box.**

**1. Gender**

|  |  |
| --- | --- |
|  | Woman |
|  | Man |
|  | Non-binary |
|  | Prefer not to say |
|  | Other |

**2. Age**

|  |  |
| --- | --- |
|  | Under 25 |
|  | 25-34 |
|  | 35-44 |
|  | 45-54 |
|  | 55-64 |
|  | 65-74 |
|  | Over 75 |
|  | Prefer not to say |

**3. Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the relevant box:**

|  |  |
| --- | --- |
|  | White (English, Welsh, Scottish, Northern Irish or British, Irish, Gypsy or Irish Traveler, Roma). |
|  | Black, Black British, Caribbean, or African. |
|  | Mixed / Multiple ethnic groups (White and Black Caribbean, White and Black African, White and Asian, Any other Mixed or multiple ethnic background) |
|  | Asian or Asian British (Indian, Pakistani, Bangladeshi, Chines, Any Other Asian Background) |
|  | Other ethnic group (Arab, any other ethnic group) |
|  | Prefer not to say |

**4.** **Do you consider yourself to have a disability?**

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | Prefer not to say |

**If yes, what is the effect or impact of your disability or health condition on your ability to give your best at work? Please tell us below:**

|  |
| --- |
|  |

5. **What is your sexual orientation?**

|  |  |  |
| --- | --- | --- |
|  | Bisexual | |
|  | Gay man | |
|  | Gay Woman / Lesbian | |
|  | Heterosexual | |
|  | Prefer not to say | |
|  | Other | |
|  | |  | |

6. **Religion or Belief**

|  |  |
| --- | --- |
|  | Buddhist |
|  | Christian |
|  | Hindu |
|  | Jewish |
|  | Sikh |
|  | Prefer not to say. |
|  | Other |
|  |  |

**Thank you for completing this form.**