

**Job Application Form –Work Based Learning Placements**

Please call us on 03444 14 13 13 if you have any questions on how to complete this form or if you require it in a different format or language. Please fill in all sections of the form using CAPITAL LETTERS in either black ink or type. The information you provide will help  
us make a fair decision during the selection process.

|  |  |
| --- | --- |
| Name of School / College / University: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **About You** | | | |
| Title: |  | Surname: |  |
| First name(s): |  |  |  |
| Home address: |  | Home phone: |  |
| Work phone: |  |
| Mobile: |  |
| Postcode: |  | Email: |  |
| National Insurance Number: (Available from the Dept. of Work & Pensions) |  | Date of Birth: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications achieved from secondary, higher, further education & additional courses, training and self-development** (include current course/s & expected completion date) | | | |
| Type of qualification (GCSE, NVQ, Degree, NGB Training Courses ETC) | Subject title of qualification | Grade | Date achieved  (dd/mm/yy) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Your current or most recent employment** | | | |
| Note: If you are currently working for or have worked through an agency, please ensure you also provide the name of the agency under “Employer’s name and address”. If you are applying for your first job, please provide details of any voluntary work/work experience in the “Previous employment or experience” section. | | | |
| Employer name: |  | Job Title: |  |
| Employer address: |  | Salary: |  |
| Start Date: |  |
| Leaving Date:  (If applicable) |  |
| Reason for Leaving: | | | |
| Main duties and responsibilities: | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employment or experience** | | | | |
| Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks, voluntary work; travel etc). | | | | |
| Employment Dates  (mm/yy) | | Employer or  Reason for gap | Job title, brief outline of duties and responsibilities | Reason for leaving |
| From | To |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please indicate which holidays you would be available** | | | |
| **Holiday** | **Date** | **Tick Availability** | |
| Easter Week 1 | 28th March – 1st April 2016 |  | |
| Easter Week 2 | 4th April – 8th April 2016 |  | |
| May | 30th May – 3rd June 2016 |  | |
| Summer Week 1 | 25th July – 29th July 2016 |  | |
| Summer Week 2 | 1st Aug – 5th Aug 2016 |  | |
| Summer Week 3 | 8th Aug – 12th Aug 2016 |  | |
| Summer Week 4 | 15th Aug – 19th Aug 2016 |  | |
| Summer Week 5 | 22nd Aug - 26th Aug 2016 |  | |
| Summer Week 6 | 29th Aug - 2nd Sept 2016 |  | |
| October Half Term | 24th Oct – 28th Oct 2016 |  | |
| Christmas | 19th Dec – 23rd Dec 2016 |  | |
| **Please indicate which areas/venues you would prefer to work:** (i.e. York and/or Harrogate) | | |
|  | | |

|  |
| --- |
| **Your supporting statement** |
| This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role profile and tell us how your skills and experience match the job specification. Use examples where possible and provide the situation or task, your action(s) and the result. We are looking specifically for your relevant experience with Primary School Aged Children (Age 5-12). If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g gained through education, the community, work experience etc. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **References** | | | | |
| Please provide details of TWO references, one of which MUST be your current or most recent employer. If you are applying for your first job, please provide details of your most recent tutor (school, college or university). Do not use friends or relatives. | | | | |
| **Reference 1:** | | **Reference 2:** | | |
| Full name: |  | Full name: |  | |
| Job title: |  | Job title: |  | |
| Employer: |  | Employer: |  | |
| Address: |  | Address: |  | |
| Postcode: |  | Postcode: |  | |
| Email: |  | Email: |  | |
| Relationship: |  | Relationship: |  | |
| **Disclosure of Interest** | | | | | |
| Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)? | | | | Yes/No | |
| If yes, please provide details: | | | | | |
| The role will often require travel so, you will need to have access to transport and a full current UK driving licence. | | | | | |
| If needed, do you have access to transport? | | | | Yes/No | |
| If needed, do you have a full current UK driving licence? | | | | Yes/No | |
| Do you have a current DBS Certificate | | | | Yes/No | |

|  |  |
| --- | --- |
| **Declaration of criminal convictions** | |
| Any subsequent offer of employment will be subject to a criminal record check (enhanced disclosure) from the Disclosure and Barring Service (DBS), This check will include details of cautions, reprimands or final warnings as well as convictions. Appointment will be subject to the information received from the DBS. I accept that if any of the information is found to be false or misleading I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a criminal record check from the DBS that Total Sports Limited will request my authorisation for such a check to be made. | |
| Signature: | Date: |

|  |
| --- |
| **How we protect your personal information** |
| We keep on file information from this application form and any documents you attach. This is required for recruitment monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Declaration** | | | |
| I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form or throughout the recruitment process is later proved to be inaccurate. | | | |
| Signature (applicant): |  | Date: |  |
| Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made. | | | |

Thank you for taking the time and effort to complete this application form and return to: Total Sports Limited, Unit 6, Oakwood Business Park, Upper Poppleton, York, YO26 6QZ

Email: [recruitment@totalsportslimited.co.uk](mailto:recruitment@totalsportslimited.co.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| **Office use only** | | | |
| Date application received |  | | |
| Shortlisted for interview |  | Interview date |  |
| Position offered |  | Retain application on file |  |
| Notes | | | |