**Internship Application Form – Confidential**

Thank you for your interest in Exeter City AFC Ltd and an Intern position within the company. Please read carefully before completing in blue/black ink. If further space is required, please attach additional sheets and include a copy of your CV. Return completed form to: **HR Department, Exeter City Football Club, St James Park, Stadium Way, Exeter, Devon, EX4 6PX or** [**hr@ecfc.co.uk**](mailto:hr@ecfc.co.uk)

***Exeter City Football Club seeks to ensure the safety, safeguarding and wellbeing of all children, young people and adults at risk who engage in its activities.***

**Part 1 - Vacancy Details**

|  |  |
| --- | --- |
| Position applied for: |  |
| Where did you see this vacancy advertised? |  |

**Part 2 - Personal Details**

|  |  |
| --- | --- |
| Forename: |  |
| Surname: |  |
| Home Address: |  |
| Home Telephone No: |  |
| Mobile No: |  |
| Email Address: |  |

**Part 3 – Skills, Knowledge & Supporting Information that is relevant for this role (this can include experience from paid and unpaid work)**

|  |
| --- |
| Please enter any additional relevant information in support of your application such as relevant skills, knowledge, experience & personal traits that you have which you believe are relevant. |

**Part 4 – Referees**

Please supply the names and contact information of two people who we can approach for a reference. One should be your current or most recent employer and neither should be a relative. Please note we would only approach your referees if you accepted an Internship with Exeter City AFC Limited.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Referee Name: |  |  |
| Relationship to you: |  |  |
| Occupation: |  |  |
| Company Name: |  |  |
| Address:  Post Code: |  |  |
| Email Address: |  |  |
| Telephone Number: |  |  |
| Time known: |  |  |

**Part 5 – Additional Information**

|  |  |  |
| --- | --- | --- |
| Have you ever been convicted of a criminal offence (which is not a spent conviction under the Rehabilitation of Offenders Act 1974 as modified by the Legal Aid, Sentencing and Punishment Act 2012)?  Yes  No  If yes, please give further information: | | |
| The Company is required by law to carry out a criminal record check for certain volunteering roles with children, young people and vulnerable adults. | | |
| Have worked or volunteered at ECFC previously? | **Yes** | **No** |
| If you have answered yes to the above question please supply details: | | |

**Equality Monitoring Form**

In order to operate a policy of equality we ask you to complete the anonymous enclosed form so we can monitor the effectiveness of our policy.

**Data Protection Statement**

Exeter City AFC Ltd (“we “or “us”) are committed to protecting and respecting your personal data and privacy. All of the information collected in this form is necessary and relevant to the performance of the volunteer position. We will use the information provided by you on this form and by the referees you have noted, only for the purposes of deciding whether to offer a volunteer position to you and this information will be held on an engagement folder by HR. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided and further information which will be gathered at the relevant time, will be subsequently used for the administration of your volunteer position and in relation to any legal challenge which may be made regarding our practices. Therefore by completing this form you consent to the organisation using the information you have provided for the purpose of recruitment and in line with the General Data Protection Regulation (GDPR) together and with other subsequent laws “Data Protection Laws”. You also understand and consent to this information being kept for six months or potentially longer with your consent should you be unsuccessful. For more information on how we use the information you have provided, please see our privacy notice which is available on our website.

**Equal Opportunities**

We are an equal opportunities employer. Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process.

**Declaration**

I declare to the best of my knowledge and belief, all details I have provided in this application form are complete and true. I understand that any false or misleading statement or failure to declare information may disqualify me from volunteering. I understand that any offer to volunteer is subject to the receipt of satisfactory references and a satisfactory criminal record check.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank you for your application**