**Application Form – Confidential**

Please read carefully before completing in **BLOCK CAPITALS**. If further space is required please attach additional sheets or CV. Return completed form to: **HR, Exeter City Football Club, St James Park, Stadium Way, Exeter, Devon, EX4 6PX or** [**hr@ecfc.co.uk**](mailto:hr@ecfc.co.uk)

**Part 1 - Vacancy Details**

|  |  |
| --- | --- |
| Position applied for |  |
| Location |  |
| Where did you hear of this position? |  |

**Part 2 - Personal Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Forename | | Surname | | |
| Address | | Telephone No (Day) | | | |
|  | |  | | | |
|  | | Telephone No (Evening) | | | |
|  | |  | | | |
|  | | Mobile Tel No | | | |
|  | |  | | | |
| Postcode | | Email address | | | |
| If you have worked for ECFC previously please give details: | | | | | |
| If you have ever been convicted of a criminal offence other than a spent conviction (as detailed by The Rehabilitation of Offenders Act 1974) please provide details: (Separate note can be provided if preferred) | | | | | |
| Are you eligible to work in the UK?  *(Please note – if you are invited to an interview you must show specific entitlement to work in the UK - Passport or Birth Certificate)* | | | | **Yes** | **No** |
| Do you have a full current driving licence? | | | | **Yes** | **No** |
| How much notice is required by your present employer? | | | |  |  |

**Part 3 – Employment History** (please start with most recent employment)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer Name & Address** | **Position held** | **Dates** | | **Salary** | **Reasons for leaving** |
| **From** | **To** |
|  |  |  | |  |  |

**Part 4 - Education & Qualifications**

|  |  |
| --- | --- |
| Technical/Professional Qualifications  (including membership of professional bodies) | Dates |
| Further/Higher Education |  |
| Secondary Education |  |
| Please give details of any other training courses attended that may be relevant to this job |  |

**Part 5 – Further information**

|  |
| --- |
| Please enter any additional information in support of your application such as relevant skills, knowledge and experience |

**Part 6 – Referees**

We would only approach your referees if you accepted a job offer with Exeter City AFC Limited. Please provide 2 business referees

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Position** |  |  |
| **Company** |  |  |
| **Address** |  |  |
| **Time known** |  |  |

**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**

Exeter City AFC Limitedwill use the information given by you to assess your application and for statistical analysis. We retain information on job applicants for 12 months and application forms of successful candidates are placed on their personal files.

**Declaration**

I declare that to the best of my knowledge the information given on this form is correct. I have read and understood the above note regarding data protection and give my consent to the information I have provided to be collected and processed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

**Thank you for your application**

|  |
| --- |
| Office Use Only |
| Date received |