England Squash

**APPLICATION FORM**

All information will be treated strictly confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

**IMPORTANT**

**THIS POSITION INVOLVES CONTACT WITH CHILDREN, YOUNG PEOPLE & ADULTS AT RISK. YOU ARE REQUIRED TO COMPLETE SECTION 1 AND 2 OF THIS FORM.**

**NOTE:** If the role you are in or have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions.

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| SECTION 1 |
| Position Applied for: |
| **PART A – PERSONAL DETAILS**  Title (Mr, Mrs ,Ms, Miss)…………………………………………….  Surname ......................................................................... Forenames ...............................…………........…….  Any first name, surname or maiden name previously known by:…………………………………………………..  Home Address ………………………………………………………………………………………………………...  …………………………………………………………………………………………………………………………...  ……………………………………………………………………………………………………………………………...  Postcode...........................................………………. Contact Email Address …………………………………  Mobile phone number ………………………………... Home phone number ...............………….…………..…  Date of Birth…………………………………… Gender Male/Female  National Insurance Number……………………………………  Are you currently eligible to work/volunteer in the UK? Yes / No |

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| **PART B – QUALIFICATIONS**  List details relevant qualifications to this post, including sporting qualifications; | | |
| Date Qualified | Qualification Obtained | College, university, professional body |
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| **Other training attended including relevant sports training:** | |
| Date | Details |
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| Membership details of any professional bodies including membership number: | |

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| **PART C – EMPLOYMENT** | | | | | |
| **Current Occupation** | | | | **Start Date** | |
| **Name of Organisation** | | | | **Job Title** | |
| **Address and Postcode**  **Telephone Number** | | | | | |
| **Brief Description of your role and duties** | | | | | |
| **Previous Volunteer Experience relevant to this post**: | | | | | |
| Name of Organisation | Dates | Position held | Relevant Experience | | |
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| Please provide information on your reasons for applying for this role: | | | | | |
| **PART D – REFERENCES**  Please give the names, addresses and status of two referees, who can comment on your work performance and verify your record in relation to working with young people. Neither referee can be related to you and one reference from a professional. You must have known both referees for a minimum of two years | | | | | |
| Name ..................................................................  Job title .................................................................  Company ........................................................…..  Address ...............................................................  ..............................................................................  ..............................................................................  ..............................................................................  Telephone number  ..........................................................…..  May this referee be contacted prior to interview?  Yes/No | | | | | Name ..........................................................................  Job title .................................................................……  Company .............................................................……  Address ................................................................……  .....................................................................................  ....................................................................................  ....................................................................................  Telephone number ...........................................................……..  May this referee be contacted prior to interview? Yes/No |

**SECTION 2**

**PERSONAL DISCLOSURE**

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

**Part A**

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name (s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Level of Qualification (if coach or referee):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide names that you may have previously been known by (incl. first names, surnames and maiden names):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Note: Post Code MUST be completed***

Telephone: (Include national code): Daytime:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Evening:\_\_\_\_\_\_

E-Mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_\_\_\_

Gender: Male Female 

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| Current Club (s) | Current County | Position | Start Date |
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| Previous Club | Previous County | Date from | Date to | Reason for moving on |
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| *For completion by the Club/County representative for Identity checks:* | | | |
| Name: | |  | |
| Address and Postcode: | |  | |
| Telephone/Mobile No: | |  | |
| Date of Birth: | |  | |
| Gender: | | Male / Female | |
| Identification *(tick box below):* | | | |
|  | I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. | | |
| ***Either*** | | | |
| UK Passport Number and Issuing Office | | |  |
| UK Driving Licence Number (*with picture*) | | |  |
| ***Plus*** | | | |
| National Insurance Card or current Work Permit Number | | |  |
| **Signature of authorised Employing Officer:** | | |  |
| **Print name:** | | |  |
| **Date:** | | |  |

**Part B**

**Self-Declaration (for completion by the individual named in Part A)**

Have you ever been convicted of any criminal offences? (excluding motoring offences) **YES/NO\***

If YES, please provide details of any criminal convictions:

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NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986, you should declare all convictions including ‘spent’ convictions.

Are you a person who has been investigated by any Social Services department as being an actual or potential risk to children or young people? **YES/NO\***

If YES, please supply details:

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Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? **YES/NO\***

If YES, please supply details:

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**\* Delete as appropriate.**

**IMPORTANT**

I understand that this post may involve access to children, young people and vulnerable adults and I hereby consent to England Squash checking my information by passing my details to the Disclosure and Barring Service (DBS) and/or the police and/or Social Services. I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment/volunteering may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention

I understand that the information contained on this form, the results of all checks and information supplied by third parties, will be included on the England Squash Child Protection Register and may be notified to my club and may be supplied by England Squash to other persons or organisations who have an interest in child protection issues.

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

Signed by the above named individual:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| **DECLARATION**  I declare to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, a probationary period and, if the organisation believes it appropriate, a medical report, all of which must be deemed by the company satisfactory.  Signed: …………………………………… Date: ………………………………………………………..  Print name: ………………………………………………………………………………………. |

**This form should be returned IMMEDIATELY to the County or Club Welfare Officer**

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| OFFICIAL USE ONLY ***SECTION 1 AND 2 COMPLETE AND RECEIVED YES / NO***  ***APPLICANT ASKED TO INTERVIEW YES / NO***  ***APPLICANT SUCCESSFUL YES / NO***  ***REFERENCES RECEIVED AND ACCEPTED YES / NO***  ***DBS CHECK COMPLETED AND SATISFACTORY YES / NO***  ***PERSONAL DISCLOSURE HAS BEEN COMPLETED YES / NO*** |