APPLICATION FORM

Please complete this application form using a word processor and then return it to Pip Jones at Sporting Saint via e mail [pip@sportingsaint.co.uk](mailto:pip@sportingsaint.co.uk) or Sporting Saint Limited, Lower Winslow Farm, Bromyard. HFDS. HR7 4SE by 22nd February 2019.

Post applied for:

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| --- | --- | --- | --- |
| **Personal information** | | | |
| Surname: | | | |
| Forenames: | | | |
| Title (Mr, Mrs, Miss, Ms, etc.): | | | |
| Previous names (if any): | | | |
| Current address: | | | |
| Daytime telephone number: | | | |
| Email Address: | | | |
| Do you have the right to take up employment in the UK?  If no, please provide further details.  *Successful candidates will be required to produce evidence of nationality and entitlement to work within the UK in accordance with current legislation. The provision of false information will result in action being taken that could lead to the termination of employment* | | YES/NO |  |
| Dates you are **not** available for interview: | | | |
| **Education and qualifications** From GCSE or equivalent to degree level in chronological order | | | |
| **Establishment** | | **Qualifications gained** | |
| Postgraduate education or study or any other professional or vocational qualifications | | | |
| **Establishment** | | **Qualifications gained** | |
| **Employment history** Please give details of your last three jobs, beginning with your present or most recent. Any relevant posts held before then may also be mentioned. | | | |
| **From** | **To** | **Name and address of employer** | **Job title, description of duties and responsibilities, reason for leaving and salary on leaving** |
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| **Other information** | | | |
| Do you hold a full driving licence? If yes, do you have any current endorsements and what are they for? | | | |
| Do you have any other training, qualifications or skills or personal qualities relevant to the post? | | | |
| Please give details of, and provide an explanation for, any time when you were not either working or in full-time education. | | | |
| Have you made a previous application to the Company? If so, when was this and what was the outcome? | | | |
| Please use this space to say why you are interested in the post for which you have applied and provide, why you believe that you are the best person for the job and provide any other information that may assist your application. | | | |
| How many weeks’ or months’ notice do you have to give to your current employer? | | | |
| If you are disabled, please give details of any special arrangements or adjustments you would require to attend the interview (this enables us to comply with our obligations under the Equality Act 2010). | | | |
| Do you know, or are you related to, any other employees of the Company? If your answer is ‘yes’, please provide the name or names of the employee(s) and either the capacity in which you know them or your relationship to them. | | | |
| **Referees** Please give details of two referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. The other should not be a relative.  Please note that we will only contact your referees if we decide to make you an offer of employment and we will inform you at that time that we are doing so. | | | |
| **First referee** | | **Second referee** | |

The Company will process the personal data that you have supplied on this application form in accordance with the terms of the privacy notice for job applicants which will be sent to you on receipt of the form. The Company will only process your personal data where it has a lawful basis for such processing.

Declaration

I declare that the details given on this application are to the best of my knowledge and belief, true and complete. I understand that my application may be rejected or, if I am already appointed, I may be dismissed if I withhold relevant details or give false information. I confirm that I have the right to work in the UK.

I understand that information provided by me on this application form may be copied for use during the recruitment procedure and will be retained in secure conditions for up to six months. If I am successful, I understand that the form will be used as part of my personnel record. I give permission for all or part of this application to be held on both computerised and manual records, to which I may request access.

Signed: ………………………………………………….

Date: …………………………………………………………