

Office use	
Application reference	
Date received	



# Application for Employment

## 1. Job Details

Job applied for:	Job reference number:
Service:	Closing date:
Where did you find out about this job? (For example give the name of the newspaper, magazine, website etc.)	

## 2. Personal details

Title/preferred form of address: Mr Mrs Miss Ms Other (please give details)	
Last name:	First name:
Address:	
	Home phone:
	Work phone:
Postcode:	Mobile phone:
National Insurance no:	E-mail address:

## 3. Education and qualifications - Please use extra sheets if you need to

Name of schools, colleges attended	Qualification		Length of study/course
	Subject	Grade	

## Professional and technical organisations you are a member of (if this applies)

Organisation	Type of registration	Registration number	Renewal date

## Other training - Please use extra sheets if you need to

Course title	Length of course	Qualification (if appropriate)

**4. Employment history** List **all** previous jobs (paid or unpaid). Start with your current or most recent job. Please use extra sheets if you need to.

Employer:	Main duties and responsibilities		
Job title:			
Salary/wage:			
Notice required:			
From:			To:
Reason for leaving:			

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Job title:			
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Job title:			
From:			To:
Reason for leaving:			

**5. References**

If you have worked before or are currently working, one of your referees must be your present or last employer

**Referee 1**

**Referee 2**

Name:	Name:
Job title:	Job title:
Address:	Address:
Phone:	Phone:
E-mail:	E-mail:
Type of reference (please indicate) Employer   Personal   Academic	Type of reference (please indicate) Employer   Personal   Academic

## **6. Skills and experience**

Please explain how your experience, skills, knowledge and personal qualities meet the requirements of the person specification for the job you are applying for.

Please use extra sheets if you need to.

**7. Criminal Convictions** *(please see guidance notes)*

Have you ever been convicted, cautioned or bound over, or are you waiting to hear about a criminal conviction which is not considered to be spent? Yes      No

If 'yes', please give details below.

**8. Eligibility to work in the UK**

Do you require a work permit for this employment? Yes    No

**9. Further Information**

Do you have a current driving licence? Yes    No

\*Do you consider yourself to be disabled? Yes    No

**(\*We need this information as all disabled applicants who meet the essential shortlisting requirements are guaranteed an interview)**

**10. Declaration**

Are you related to any member of Southend United Football Club? Yes    No

If 'Yes', please give details below

Name:		
Job title:		Relationship to you:

I agree to you storing and using the information I have given in this application form for recruitment purposes

As far as I know, the information I have given is true and correct. I understand that if I have made any false or misleading statements, or withheld any relevant information, it may result in disciplinary action including dismissal.

Southend United Football Club reserves the right to verify any of the data supplied in your application.

Your signature:	Date:
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Please give any dates when you are not available for an interview within the next two months

