

**Lincoln City Foundation Application for Employment/Volunteering**

Thank you for considering a position at Lincoln City Foundation. Please complete this application form in full should be completed in full using the specific Job Description for the role.

<b>Section 1 – Vacancy Details</b>			
<b>Post Title</b>	<b>Sports Tutor</b>		
<b>How did you hear of this vacancy?</b>		<b>Job Ref:</b>	<b>22234ST</b>

<b>Section 2 – Personal Details</b>	
<b>Surname</b>	
<b>First Name(s)</b>	
<b>Home Address</b>	
<b>Post Code</b>	
<b>Home Tel. No.</b>	
<b>Mobile Tel. No.</b>	
<b>Email</b>	

<b>Section 3 – Residency and Eligibility to work in the UK</b>				
The sole purpose of this section is to establish your eligibility to work in the UK				
<b>Do you hold a UK passport?</b>	<b>Yes</b>		<b>No</b>	
<b>Do you hold a passport from an EU, EEA country or Switzerland?</b>	<b>Yes</b>		<b>No</b>	
<b>Have you lived in the UK continuously for the past 3 years?</b>	<b>Yes</b>		<b>No</b>	
<b>Do you have the legal right to work in the UK?</b>	<b>Yes</b>		<b>No</b>	
<b>Provide details of your work permit / visa</b>				

Section 4 – Driving License				
<b>Do you hold a current, full UK Driving License?</b>	<b>Yes</b>		<b>No</b>	
<b>Details of current / pending penalty point endorsements</b>				

Section 5 – Training and Development	
<b>Details of Course</b>	<b>Date completed / Date pending</b>

Section 6 - Education		
<b>University / College / School / Other</b>	<b>Subject</b>	<b>Grade Achieved</b>

<b>Section 7 – Membership of Professional Bodies</b>		
<b>Professional Body</b>	<b>Qualification / Grade of Membership</b>	<b>Membership Number (if applicable)</b>

<b>Section 8.1 – Employment Details</b>			
<b>Name of Current / Most Recent Employer</b>			
<b>Address</b>			
<b>Job Title</b>			
<b>Salary</b>			
<b>Notice Required</b>			
<b>Dates of Employment</b>	<b>From</b>		<b>To</b>
<b>Reason for leaving (if applicable)</b>			
<b>Provide a summary of your main duties and responsibilities in this role</b>			

<b>8.2 - All Previous Employment</b>				
<b>From</b>	<b>To</b>	<b>Name of Employer</b>	<b>Position Held</b>	<b>Reason for leaving or gap in employment</b>

**Section 9 - Evidence in Support of Application (max = space provided and in Ariel min size 11)**

Please use the space provided to evidence your suitability for the role applied for. The information provided will be assessed against the competencies required for the role and used when shortlisting applicants for interview.



<b>Section 10 – Reference</b>	
Please note: at least one of your references should be from your current/most recent employer. Referees will be contacted at point of employment offer.	
<b>Referee One</b>	
<b>Full Name</b>	
<b>Job Title</b>	
<b>Employer / Company Name</b>	
<b>Contact Tel. No.</b>	
<b>Email Address</b>	
<b>How long have you known this referee?</b>	
<b>Known to you in what capacity?</b>	
<b>Referee Two</b>	
<b>Full Name</b>	
<b>Job Title</b>	
<b>Employer / Company Name</b>	
<b>Contact Tel. No.</b>	
<b>Email Address</b>	
<b>How long have you known this referee?</b>	
<b>Known to you in what capacity?</b>	

<b>Section 11 – Declaration</b>		
The following section is to be completed by any persons involved with or applying to be part of Lincoln City Foundation. This form provides the Foundation with a signed declaration prior to undertaking a relevant DBS Check if successful in obtaining a position with the company.		
<b>Self-Disclosure</b>	<b>Yes</b>	<b>No</b>
Have you been convicted of any offence or had a conviction, caution or bind over order, or is a prosecution pending related to children, any offence under the Sexual Offences Act, any offence involving violence of any nature or drug related offences? <b>NOTE:</b> The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or on the following link: <a href="http://www.gov.uk">New filtering rules for DBS certificates (from 28 November 2020 onwards) - GOV.UK (www.gov.uk)</a>		
<b>If the answer to the above questions is Yes, you will be asked to provide further information if you are selected for interview.</b>		
<b>Important Information</b> <ul style="list-style-type: none"> <li>- I have read and understand the declaration form regarding the completion of this form</li> <li>- I hereby consent to the Foundation undertaking Disclosure &amp; Barring Service and / or Social Services and other relevant third-party checks in connection with the self-declaration</li> <li>- I understand that information contained on this form, the results of police and social services checks and information supplied by third parties, will be recorded by the Foundation</li> <li>- I understand that incomplete or false information may lead to the job offer being declined</li> <li>- I understand that I must inform the Foundation immediately of any matter, relating to the questions above, during the term of engagement and that this information may lead to Lincoln City Foundation acting for reasons relating to Safeguarding and Welfare.</li> </ul>		
<b>Signature:</b>		
I declare that the information given in this application form is true and complete to the best of my knowledge and belief. I understand that if I have provided any false information or omitted relevant information, this may result in disqualification from the recruitment process or withdrawal of any offer of employment or disciplinary action being taken against me, including dismissal. <b>You will be asked to sign this declaration at interview.</b>		
<b>Signed</b>		
<b>Print Name</b>		
<b>Date</b>		