

**69 Rustlings Road**

**Sheffield**

**S11 7AB**

**07809 120 386**

**07415 805 930**

[**hello@steelcitysports.co.uk**](mailto:hello@steelcitysports.co.uk)

[**www.steelcitysports.co.uk**](http://www.steelcitysports.co.uk)

Steel City Sports are committed to ensuring employment opportunities and experiences are accessible to all people. We offer continuous support throughout our recruitment process, including – but not limited to – answering queries over the phone, supplying documents in alternative formats and tailoring processes to candidates’ individual needs.

**Please don’t hesitate to** [**contact us**](mailto:melissa@steelcitysports?subject=Accessibility%20enquiry)**if you have an accessibility query including:**

* If you are experiencing issues with accessing information
* If you require support with any part of the recruitment process
* If you have any positive or constructive feedback on the accessibility considerations made

|  |
| --- |
| Job Application |

|  |  |
| --- | --- |
| Vacancy Title: | Click or tap here to enter text. |
| Please tell us how you heard about this vacancy: | Click or tap here to enter text. |

|  |
| --- |
| Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: | Click or tap here to enter text. | **First Name:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Address: | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Postcode: | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Mobile Telephone No.** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **E-mail address:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **National Insurance No.** | Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Driving Licence**  Do you hold a full, clean driving licence valid in the UK? | Yes |  | No |  |

|  |
| --- |
| **2. Preferred hours** |

### We like our staff to be willing to work flexibly across the week and need to know when other commitments mean you would not be available to work:

If currently known, please tick when you are unavailable:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tues** | **Weds** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **Morning** |  |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |  |
| **Any other information:** | Click or tap here to enter text. | | | | | | |

**If appointed, what would be your first available start date?**

|  |
| --- |
| Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| 3. Education/Qualifications | | | |
| **School** | **Study Dates** | **Qualification**  **and Grade** | **Date Obtained** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **College/University** | **Study Dates** | **Qualification**  **and Grade** | **Date Obtained** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Ongoing Professional Development** | **Study Dates** | **Qualification**  **and Grade** | **Date Obtained** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |
| --- |
| **Training and Development** |
| Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application. | | |

|  |  |
| --- | --- |
| **Training Courses** | **Course Details**  **(including length of course/nature of training)** |
| Click or tap here to enter text. | Click or tap here to enter text. |

|  |
| --- |
| 4. Employment History |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Current or most recent employer**

|  |  |
| --- | --- |
| Name of Employer: | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Address: | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Position Held: | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: | Click or tap here to enter text. | Leaving Date: | Click or tap here to enter text. |
| Reason for Leaving: | Click or tap here to enter text. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: | Click or tap here to enter text. | Contact Name of Manager for reference: | Click or tap here to enter text. |

|  |
| --- |
| **Brief description of duties:** |
| Click or tap here to enter text. | |
|  | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Address: | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Position Held: | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: | Click or tap here to enter text. | Leaving Date: | Click or tap here to enter text. |
| Reason for leaving: | Click or tap here to enter text. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: | Click or tap here to enter text. | Contact Name of Manager for reference | Click or tap here to enter text. |

|  |
| --- |
| **Brief description of duties:** |
| Click or tap here to enter text. | |
|  | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Address: | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Position Held: | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: | Click or tap here to enter text. | Leaving Date: | Click or tap here to enter text. |
| Reason for Leaving | Click or tap here to enter text. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: | Click or tap here to enter text. | Contact Name of Manager for reference | Click or tap here to enter text. |

|  |
| --- |
| **Brief description of duties:** |
| Click or tap here to enter text. | |
|  | |

Continue on separate sheet if necessary

|  |
| --- |
| 5. Information in support of your application |
| **Skills, abilities and experience**  Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. See guidance sheet for further information. |
| Click or tap here to enter text. |
| Continue on a separate sheet if necessary |

|  |
| --- |
| 6. Convictions/ Disqualifications |

|  |
| --- |
| **Disclosure of Criminal Background of those with Access to Young People and Vulnerable Groups / Rehabilitation of Offenders Act 1974**  All posts at Steel City Sports are exempt from the provisions of the above Act. This means that applicants are not entitled to withhold information about any convictions which for other purposes are ‘spent’ under the provisions of the Act. Therefore, if you are invited to interview, you must disclose any criminal convictions that you may have including any pending prosecutions, any convictions, cautions or bind-overs which you have had at any time. The information provided will be treated as confidential and will only apply to this particular vacancy. Failure to disclose information concerning previous convictions may lead to dismissal or disciplinary action by Steel City Sports.  The successful applicant will also be required to submit a disclosure via the Disclosure and Barring Service (DBS) which will detail any previous criminal convictions together with other information as appropriate, which the police deem relevant in connection with the position applied for. Having a criminal record will not necessarily bar you from employment; each case will be judged on its own merits. |

|  |
| --- |
| 8. References |

Please give the detail of **two** references.

|  |  |
| --- | --- |
| Name of Referee and relationship to you: | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Address: | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | **Email:** Click or tap here to enter text. **Tel:** Click or tap here to enter text. |

|  |  |
| --- | --- |
| Name of Referee and relationship to you: | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Address: | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | **Email:** Click or tap here to enter text. **Tel:** Click or tap here to enter text. |

|  |
| --- |
| 9. Declaration |

|  |
| --- |
| Statement to be Signed by the Applicant  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.  I declare that the information given is correct and that I have not withheld any facts which might unfavourably affect my application. I am aware that to withhold or falsify information could result in my application being rejected, disciplinary action being taken that would lead to my dismissal, or possible referral to the police.  I confirm that I am not disqualified from working with children, and that I am not subject to any sanctions by a regulatory body.  I acknowledge that if I am offered employment with Steel City Sports, the offer will be subject to verification of qualifications, the appropriate disclosure and barring check, medical clearance, and receipt of satisfactory references.  I also confirm that I am able, and have the necessary documentation to prove that I am able, to work in the UK.  I accept that these details will be entered on our computer system and will also be held within a manual filing system. I agree to the processing and storage of these details and if appointed, give my consent that these and further details may be stored and processed as appropriate by Steel City Sports in accordance with the relevant provisions of the current Data Protection Regulations. This may include the reproduction of photographic images of me for internal and external marketing activities relating to the interests of the Trust. Please follow this link to view [Steel City Sports’ Data Protection Policy](https://drive.google.com/file/d/1brWQ1_RbmFj2x3piCQ8cgpn6Hag941jD/view?usp=sharing).  Should any of my personal details change (including information such as my address, information pertaining to criminal convictions or information relevant to childcare disqualification), I will update management accordingly and in a timely manner.  **Signed: ­­­­­**  **Date:** |

##### GUIDANCE SHEET

Please read through the following guidelines that will help you complete the application form.

* Complete all sections of the form.
* Make sure the form is tidy and try to avoid mistakes by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before you send it.

If you require an acknowledgement of your application:

* If emailing you must activate a read receipt from your email account.
* If sending by post you must enclose a stamped addressed envelope.
* Please note with limited resources, we cannot verify if we have received your application over the phone.

To complete your application:

* Please type or write clearly in black or blue ink.
* Ensure you clearly state the job title you are applying for.
* In the ‘Employment History’ section you must state why you have left a position.
* Always explain any gaps in work history.
* Proof of qualifications and membership to professional bodies may be required.

**References**

We will take up professional references once you have been interviewed and **provisionally** offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the post once we are satisfied with the information received from your referees.

###### **Supporting Statement**

The 'Why you feel you are suitable for this position' part of the form is called your *supporting statement*. It is the most important part of the application form.

You should consider the following:

* Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
* You need to explain how you meet each of the person specification points and provide examples from your previous experience. Do not forget to present this in relation to the job description.
* Often the strongest applications are those that link the three elements highlighted above and are presented in a clear format (e.g. numbered points that correspond to person specification).
* We expect your supporting statement to be a minimum of ¾ of a side of A4 and a maximum of 2 sides.
* Use concise, unambiguous sentences and avoid exaggerations.
* Honesty is always the best policy; please do not make false claims.
* If you are making a career change, stress what skills are transferable to the role you are applying for.
* Ensure you return your application in good time before the closing date - aim for the day before the deadline.
* Use concise, unambiguous sentences and avoid exaggerations.

Finally, good luck with your application and thank you for your interest in working with us at Steel City Sports.