

Application Form



Position applying for:

Personal Details

Title: Pronouns (If you are happy to share): Date of birth:

Full name:

Home address:

Post code:

Home telephone:

Mobile telephone:

Email address:

Have you applied to, or worked for, Watford Football Club or The Trust before?

If yes, please provide details/the title of the role you have previously applied for:

We are an Equal Opportunities employer. If you have a disability and would like special arrangements to be made should you be invited for interview, such as a mentor or carer, please state your requirements here:

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Work History

Please give details of your employment history for the last 5 years, including part-time and unpaid work. Please start with your current or most recent employer. If currently unemployed, please give details of last employer. **Please continue on to a separate sheet if necessary.**

Current/Last Employer

Current or last employer:

Job title:

Dates of employment:

From:

To:

Details of roles and responsibilities:

Reason for leaving:

How much notice are you required to give your current employer?

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Work History (Continued)

Former Employer

Employer name:

Job title:

Dates of employment:

From:

To:

Reason for leaving:

Former Employer

Employer name:

Job title:

Dates of employment:

From:

To:

Reason for leaving:

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Qualifications

Please include all qualifications and/or training that you feel would be beneficial for this role.
(Make sure you include any essential qualifications).

**School/College/University/
Institute/Professional Body**

Course/Qualification

**Grade
Obtained**

Year Taken

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About You

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? If yes, please provide details:

If you are successful in your application, would you require a work permit prior to taking up employment?

The Asylum and Immigration Act 2006 requires us to seek proof of your right to work in the UK. You will be asked to provide original documentation during the recruitment process.

Supporting Statement

In this section you are asked to detail how your knowledge, skills and experiences meet the requirements of this role (please refer to the personal specification for the relevant role). You should draw on relevant experiences gained from your current or previous roles or from other relevant experiences (such as activities outside work).

Safeguarding

We are committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults.

If the position for which you are applying may involve contact with vulnerable groups, it is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about Police cautions, bind-overs, or any criminal convictions, including any that would be considered 'spent' under the act.

The amendments to the Exceptions Order 1975 (2013 & 2020) provide 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 - [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/431221/Guidance_on_the_Rehabilitation_of_Offenders_Act_1974_and_the_Exceptions_Order_1975.pdf). In addition to the Ministry of Justice website, applicants can also seek legal advice prior to completing their self-disclosure from impartial advisors such as [Nacro www.nacro.org.uk](http://www.nacro.org.uk) and [Unlock www.unlock.org.uk](http://www.unlock.org.uk).

Please note that if your application is successful you will be required to obtain a DBS disclosure at the appropriate level.

Have you ever been charged, convicted, or cautioned of any criminal offence?

If yes, please provide details:

Rehabilitation of Offenders Act 1974/Safeguarding Vulnerable Groups.
Do you have any unspent convictions or cautions?

If yes, please provide details:

Are you at present the subject of any on-going criminal investigations or awaiting the outcome of charges pending against you?

If yes, please provide details:

Safeguarding

Have you been the subject of any investigation by any organisation or body due to concerns about your behaviour towards children or vulnerable adults?

If yes, please provide details:

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment 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 agree to inform the Trust within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people, or adults at risk.

In accordance with the Trust's recruitment policy and procedures, I agree to undertake the relevant level of DBS check and consent to the Trust clarifying any information provided on the disclosure with relevant agencies.

I understand that the information contained on this form, the result of the DBS check and information supplied by third parties may be supplied by the Trust to other persons or organisations in circumstances where this is considered necessary to safeguard children, young people or adults at risk.

It is important that the information you provide is accurate and that all sections are completed. Your signature below confirms that the information you have given is accurate and true. You understand that providing misleading or false information will disqualify you from appointment or, if appointed may result in your dismissal.

Signed:

Print name:

Date: