



JOB APPLICATION FORM

Individuals submitting an application form for a vacancy with Burnley Football Club or Burnley FC in the Community, please return form to Human Resources, Burnley Football Club, Turf Moor, Harry Potts Way, Burnley, Lancashire, BB10 4BX or alternatively email to hr@burnleyfc.com

Position applied for:

Personal details

Surname:

Forename:

Title:

Address:

Postcode:

Email:

Tel no:

Mobile no:

National Insurance no:

Have you applied to or worked for Burnley FC in the Community or Burnley Football Club before?

Yes No

If yes, please give details of the role:

General

Do you hold a current driving license?

Yes No

What type of license is it?

Full Provisional Passenger Carrying Vehicle (PCV)

Do you have access to your own car or vehicle?

Yes No



About you

Do you have a current right to work in the UK?

Yes No

If no, please provide details:

The Asylum and Immigration Act 1996 requires us to seek proof of your right to work in the UK. You will be asked to provide original and any supporting documentation during the recruitment process.

For applicants applying for either a coaching / teaching role, please complete the below:

Do you hold a valid 'FA Safeguarding Children in Football' certificate?

Yes No

If yes, when does it expire?

Do you hold a valid 'First Aid' certificate?

Yes No

If yes, when does it expire?

Are you a member of the FA Coaches Association?

Yes No

If yes, please state your membership number:



Education and qualifications

(Please list secondary, further and higher education only, in chronological order)

| Qualifications and subjects | Grade and result | Awarding body | Date of award |
|-----------------------------|------------------|---------------|---------------|
| | | | |

Coaching qualifications and other training courses

(Please give details of any relevant training courses undertaken)

| Date and duration | Title / name of training course | Brief details |
|-------------------|---------------------------------|---------------|
| | | |



Memberships

(Please list any learned / professional societies or associations/accreditations)

| Name of professional society/association/accrediting body | Membership number |
|-----------------------------------------------------------|-------------------|
| | |

Current employment

(Please state exact dates and where applicable, hours for any part-time positions)

Job title / position held:

Full time Part time

Name of employer:

If part-time, please state hours:

Start date:

End date:

Salary/ or grade:

Brief description of duties:

Reason for leaving:

Please list all previous employment history

Name of employer:

Job title / position held:

Full time or part-time:

Start date:

End date:

Salary:

Name of employer:

Job title / position held:

Full time or part-time:

Start date:

End date:

Salary:

Name of employer:

Job title / position held:

Full time or part-time:

Start date:

End date:

Salary:

Name of employer:

Job title / position held:

Full time or part-time:

Start date:

End date:

Salary:

References

Any offer of employment will be subject to the receipt of satisfactory references. **Please provide a minimum of 2 professional references.**

Please provide details of a minimum of TWO referees covering your last three years of employment, one of which must be your current or most recent employer. Please use BLOCK CAPITALS and give all addresses in full. References will be requested for successful candidates once you have received a conditional offer. Do you agree to us approaching your referees at that time?

Yes

No

Current / most recent employer

Referee's name:

Referee's position:

Company and postcode:

Contact phone number:

Email:

Additional referees

Referee's name:

Referee's position:

Company and postcode:

Contact phone number:

Email:

Additional referees

Referee's name:

Referee's position:



**Burnley
Football
Club.**



BURNLEY FC
IN THE COMMUNITY

Company and postcode:

Contact phone number:

Email:

Please outline your relevant experience, skills and abilities - gained both in and outside of work demonstrating how you meet the skills / experience detailed on the full job description provided. Please continue on a separate sheet if necessary. **CV's are NOT accepted**



**Burnley
Football
Club.**



BURNLEY FC
IN THE COMMUNITY

Joining the team

What is your notice period?

Do you have any holidays booked?

Yes No

If yes, please specify dates:

GDPR Declaration

The information you provide on this form and obtained from other relevant sources will be used to process your application for work. The personal information you give will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed with your application and are offered a contract of employment with us, the information will be used in the administration of your employment and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with other information held by us. We may also use your information or pass to certain third parties to prevent or detect crime, to protect public funds or in other ways as permitted by law.

By signing the application form, you agree to the processing of sensitive personal data in accordance with the Data Protection Act 1998.

Declaration

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 automatically disqualify you from the application process and may result in the subsequent termination of your employment.

Signed:

Print name:

Date:

Strictly confidential

Burnley FC and Burnley FC in the Community is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (combined, the Equality Act 2010 Protected Characteristics).

This form assists us in monitoring who is applying for employment with us, and our adherence to equal opportunities 'best practice'. We also ask some questions regarding disability which may assist us in determining whether any reasonable adjustments are necessary to facilitate your interview. Any information you give will only be used by the relevant member of the Senior Management team for the purpose of ensuring the effectiveness of our Equal Opportunities Policy. This form will be separated from your application, on receipt, and will be treated in the strictest confidence. If you are subsequently employed by Burnley FC and/or Burnley FC in the Community it shall be retained on your personnel file. If you are not offered employment with either organisation your application will be kept for up to 12 months and then destroyed. The information supplied on this form is used for statistical purposes only.

Thank you for your co-operation.

Please state where you saw this job role advertised

Burnley FC in the Community

- Company website
- Facebook
- Twitter
- Job site, please specify:
- Other, please specify:

Burnley Football Club

- Company website
- Facebook
- Twitter
- Job site, please specify:
- Other, please specify:

Burnley Football Club and Burnley FC in the Community is committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent. Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by those involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Please help us by completing the following sections. It is entirely optional.

Age Monitoring

What age were you on your last birthday?

I prefer not say

Are you:

Male Female Transgender Identify as male Identify as female

Prefer not to say

If you prefer to use your own term, please specify here:

Is your gender identity the same as the gender you were assigned at birth?

Yes No Prefer not to say

Disability Monitoring

Do you consider yourself to be a disabled person?

Yes No

If yes, do you consider yourself to be:

- | | |
|-------------------------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> A wheelchair user | <input type="checkbox"/> Blind / Partially sighted |
| <input type="checkbox"/> A person with limited mobility (non-wheelchair user) | <input type="checkbox"/> Deaf / hard of hearing |
| <input type="checkbox"/> An intellectual or learning disabled person | <input type="checkbox"/> Other |
| <input type="checkbox"/> Person with mental ill health | |

Other (Please specify):

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

Ethnicity Monitoring

How would you describe yourself?

A White

British Irish Scottish English Welsh

Any other white background, please state:

B Mixed heritage

White and Black Caribbean White and Black African White and Asian

Any other mixed background, please state:

C Asian or Asian British

Indian Pakistani Bangladeshi

Any other Asian background, please state:

D Black or Black British

Caribbean African

Any other black background, please state:

E Chinese or other ethnic group

Chinese

Other ethnic group, please state:

F Prefer not to say

Sexuality Monitoring

- Heterosexual / Straight
- Homosexual / Gay male
- Bisexual
- Lesbian / Gay female
- I prefer not to answer this question

If you prefer to use your own term,
please specify here:

Religion or Belief Monitoring

Please specify:

I prefer not to answer this question

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form, give my consent to Burnley Football Club and Burnley FC in the Community processing the data supplied above in connection with monitoring compliance with its equal opportunities, obligations and policy. I also agree to the storage of this information on manual and computerised files.

Date
(DD / MM / YYYY)

Self-Declaration Form

Burnley FC, Burnley FC in the Community and its staff are fully committed to the safeguarding and welfare of children and vulnerable adults regardless of their age, gender, language, religion, ethnic background or sexual identity. We recognise that safeguarding is the responsibility of everyone who has contact with children, young people and vulnerable groups and we are dedicated to providing a positive environment, enjoyable experiences and to protect from harm.

We therefore ask you to complete the below self-declaration form which will form part of your overall application.

Rehabilitation of Offenders Act Statement

As the position you have applied for involves work with children and young people it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When answering questions 1 to 4 you must declare criminal convictions and/or cautions that are not 'protected' under the Exceptions Order (as amended). This includes UK, overseas and armed forces convictions, cautions and relevant service discipline convictions where it would be considered an equivalent offence in England and Wales.

Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:

Nacro – Tel: 0300 123 1999, or email: helpline@nacro.org.uk

Unlock – Tel: 01634 247350, email advice@unlock.org.uk or complete the online form on the Unlock website.

Have you ever;

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes No
2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? Yes No
3. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position? Yes No
4. Have you been formally charged with any other offence in any country which has not yet been disposed of? Yes No
5. Have you ever been known to any Children's Services department or the police as being a risk or potential risk to children? Yes No
6. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? Yes No
7. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position? Yes No
8. Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position? Yes No

Self-Declaration Form

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 dismissal may result if information is not disclosed by me and subsequently comes to the organisation's attention.

In accordance with the organisation's procedures, if required I agree to provide a valid DBS certificate* and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained on this form, the results of the DBS check* and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.

Signed:

Print name:

Date: