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| TRANMERE ROVERS FOOTBALL CLUB  Job Application Form |

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| Title of post applied for: |  | Application Ref number: (to be completed by TRFC Personnel) |  |

Before completing this form, please read carefully both the job description and person specification. Please be prepared to clearly outline how you meet the criteria in the person specification. Please write clearly in black ink or type.

### Confidential

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| **1. PERSONAL DETAILS** (BLOCK CAPITALS PLEASE)   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Surname: | | |  | | First name: |  | | Former surnames if different: | | |  | | Title: (Mr/Mrs/Ms/Miss/other) |  | | Address: | | | | | Tel No (home): |  | | Tel No (work): |  | |  | | | | | Tel No (mobile): |  | | <Town> | | <Post Code> | | | Fax No: |  | | E-Mail address: | |  | | | Nat. Insurance No: |  | | Nationality: |  | | | If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. | | | | Do you need a work permit to be employed in the UK? | | Yes  No | | If you already have a work permit, when does it expire?  (Please note that your current work permit may not be valid for this post.) | | | | Where did you hear about this job? | | | |  | | | |

**Note:** To ensure, as far as possible, that the staff recruitment process is fair and equitable, this front

sheet is detached from the rest of the application form before it is passed to the shortlisting panel

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| **2. EDUCATION AND TRAINING**  (You will be required to bring your certs/documents as proof of qualification at interview.)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | School / College / University | Dates | | Examinations taken | Date | Result | | From | To | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |

Application Ref number: (to be completed by TRFC Personnel)

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| |  | | --- | | Professional Qualifications currently held: how obtained, grade and date: |  |  | | --- | | Other relevant Educational or Training Courses, with dates: | |

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| **3. PRESENT POST OR MOST RECENT EMPLOYMENT**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Job Title: |  | | | | Basic Salary/Grade: |  | | Name of Employer: |  | | | | Bonuses |  | | Address: | | | | | Date Commenced: |  | | Date Ended (if applicable): |  | |  | | | | | Business of Employer: |  | | <Town> | | <Post Code> | | |  |  | | Brief outline of duties and responsibilities: | | | | | | | | Reason for leaving: | | |  | | | | | Period of notice required: | | | |  | | | | Any dates you are not available for interview: | | | | | | | |

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| **4. EMPLOYMENT HISTORY**  (Please use continuation sheet if necessary.)   |  |  |  |  | | --- | --- | --- | --- | | Name and Address of Employers | Job Title and Outline of Duties | Reason for leaving | From/To | | | <Name of Employer>  <Address 1>  <Address 2>  <Address 3>  <Post Code> |  |  |  | | Description of duties: | | | | |  | | | | | <Name of Employer>  <Address 1>  <Address 2>  <Address 3>  <Post Code> |  |  |  | | Description of duties: | | | | |  | | | | | <Name of Employer>  <Address 1>  <Address 2>  <Address 3>  <Post Code> |  |  |  | | Description of duties: | | | | |  | | | | | <Name of Employer>  <Address 1>  <Address 2>  <Address 3>  <Post Code> |  |  |  | | Description of duties: | | | |  |  |  |  |  | | --- | --- | --- | --- | | <Name of Employer>  <Address 1>  <Address 2>  <Address 3>  <Post Code> |  |  |  | | Description of duties: | | | | |

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| **5. INFORMATION IN SUPPORT OF YOUR APPLICATION**  Tell us how you meet the Job Description/Person Specification. Please include any further information which you believe is relevant to your application. Continue on a separate sheet if necessary. |

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| **6. OTHER INFORMATION**   |  |  |  |  | | --- | --- | --- | --- | | Hobbies/interests (Any voluntary work you may have been involved in.) | | | | | Do you hold a current full driving licence? | Yes  No | Do you have access to a car? | Yes  No |  |  |  | | --- | --- | | Disabilities | | | If selected for interview, do you require any special arrangements to be made on account of a disability? | Yes  No | | If “yes”, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfill our obligations under the Equality Act 2010: | |  |  |  | | --- | --- | | Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 Certain posts are exempt from the Rehabilitation of Offenders Act 1974. Applicants for such posts are required to declare all criminal convictions, spent or unspent. This includes any posts where the post-holder is likely to have access to children or where there is potential for fraud. **Where posts fall under this exemption, this will be indicated in the further particulars.** Applicants for such posts must provide the following information: | | | Have you any convictions spent or unspent under Rehabilitation of Offenders Act? | Yes  No | | As this post is covered by the Rehabilitation of Offenders Act 1974(Exceptions) Order 1975, both spent and unspent convictions must be declared  If Yes, please provide further details: | | |

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| **7. REFERENCES** Please provide the names, addresses and telephone numbers and occupations of two people who can be contacted for information relating to your work, one of which should be your current or most recent employer.   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Referee 1 | | | | Referee 2 | | | | | Title (Mr, Mrs etc): |  | | | Title (Mr, Mrs etc): |  | | | | Full Name: |  | | | Full Name: |  | | | | Job Title: |  | | | Job Title: |  | | | | Organisation: |  | | | Organisation: |  | | | | Address: | | | | Address: | | | | |  | | | |  | | | | | <Town> | | <Post Code> | | <Town> | | <Post Code> | | | Tel No: |  | | | Tel No: |  | | | | E-mail address: |  | | | E-mail address: |  | | | | Relationship to you, (eg employer, teacher, etc): |  | | | Relationship to you, (eg employer, teacher, etc): |  | | | | May we obtain this reference prior to interview. | | | Yes  No | May we may obtain this reference prior to interview. | | | Yes  No | |

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| **8. DECLARATION**   |  |  |  |  | | --- | --- | --- | --- | | 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 in this application form is true and complete. I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.**  **I agree that Tranmere Rovers Football Club can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with any applicable data protection laws.** | | | | | Signature: |  | Date: |  | | Name: |  |  | | | **9. CANDIDATE PRIVACY NOTICE**  TRFC shall process your personal data in accordance with any applicable data protection laws which impact or legally apply to the processing by TRFC of your personal data whether it is received, held or processed during the recruitment process, your employment or thereafter at all times. If your application is unsuccessful, TRFC will retain your personal data for a period of 6 months from of the application, after which time it will be securely destroyed.  When TRFC processes your personal data, it may do so for the following reasons:-   * Contacting you to advise of the outcome of your application and arrange interviews (as applicable) * Providing you with a safe environment in the event you attend site * To assess your suitability for a role within the Company * To hold your details on file for potential future vacancies, in which case candidates will be   advised.  TRFC may also process your personal data where it is in the Company's legitimate interests to do so or in circumstances where it is legally permitted to do so for records and audit purposes. This may include (without limitation) seeking employment references.  You can find more information about your information rights and how the Company processes your personal data (including where your personal data may be processed), in the TRFC Data Protection and Privacy Policy, a copy of which may be obtained from HR.  TRFC acknowledges that some personal data held might be of a more sensitive nature (for example details of any health related issues) and in certain circumstances the Company may require your consent to process this sensitive personal data. Sensitive personal data includes data regarding your sex, marital status, race, religion, political beliefs or trade union membership, ethnic origin and your medical information or any disabilities. Where the Company processes your sensitive personal data in accordance with legal requirements (for example to check eligibility to work in the UK, to ensure discrimination is avoided), the Company may do so without your consent. | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | **For Office Use Only** | | | | Select for interview | Yes / No |  | | Comments: | | | | Interview date |  |  | | Interview confirmation sent | Email / Post |  | | Signed: | |  | | |
| **To be returned either by email to:**  **Ellisp@tranmererovers.co.uk**  **or via post to:**  **Personnel Recruitment**  **Tranmere Rovers Football Club**  **Prenton Park**  **Prenton Road West**  **Wirral**  **CH42 9PY**  **Please submit by the closing date specified in the further particulars for this post.** |



**EQUALITY AND DIVERSITY MONITORING FORM**

TRFC is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist TRFC in monitoring the operation of its equal opportunities policy, and for no other reason, please answer the following questions by ticking boxes as appropriate. This information will be detached before your application is passed on for shortlisting.

|  |  |
| --- | --- |
| Name: |  |
| Post applied for: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  |  |  |

**Ethnicity**

What is your ethnic group? Please choose one section, then tick the appropriate box to indicate your cultural background:

|  |  |  |  |
| --- | --- | --- | --- |
| **Asian or Asian British** | | **Mixed** | |
| **Bangladeshi** |  | **White and Asian** |  |
| **Indian** |  | **White and Black African** |  |
| **Pakistani** |  | **White and Black Caribbean** |  |
| **Any other Asian background** |  | **Any other Mixed background** |  |
| **Black or Black British** | | **White** | |
| **African** |  | **British** |  |
| **Caribbean** |  | **Irish** |  |
| Any other Black background |  | **Any other White background** |  |
| **Chinese or other ethnic group** | | If you have ticked ‘Any Other’ – please describe you ethnicity here: | |
| **Chinese** |  |
| **Any Other** |  |

**Nationality**

Which one of the following statements about disability is most appropriate to you?

|  |  |
| --- | --- |
| **Nationality** |  |
| **National identity (if different)** |  |

eg British/Welsh

|  |  |  |  |
| --- | --- | --- | --- |
| **I am disabled** |  | **I am not disabled** |  |

**Disability Age**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of birth** |  |  |  |

**Gender**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Female** |  | **Intersex\*** |  | **Male** |  | **Other\*\*** |  |

**\*** Neither male nor female but ‘intermediate’, i.e. unable to be classed as male or female;

\*\* eg. Transitioning

**Marital/Partnership Status**

Are you:

|  |  |
| --- | --- |
| **In a Civil Partnership** |  |
| Living with Partner |  |
| Married |  |
| Single\* |  |
| Widowed |  |

\* ‘Single’ includes not married and divorced.

**Carer Status**

|  |  |
| --- | --- |
| **A Carer with Dependant Child/Children or other Dependants with significant health/social care needs** |  |

Are you:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Where did you see this vacancy advertised?** (please tick whichever box applies) | | | | | |
| **TRFC Website** |  | **Indeed.co.uk** |  | **Newspaper** |  |
| **Other Website** |  | **Searchability.co.uk** |  | **Jobcentre+** |  |
| **Word of Mouth** |  | **Other** (please specify): | | | |

**Thank you for your assistance in completing this form**