



Application form for external applicants

Personal information (confidential)

Employment history – Use a continuation sheet if necessary

Name of employer	Job title and main duties	Reason for leaving
Dates employed from:	To	
Name of employer	Job title and main duties	Reason for leaving
Dates employed from:	To	
Name of employer	Job title and main duties	Reason for leaving
Dates employed from:	To	

References – Use a continuation sheet if necessary

Please provide details for at least two referees to cover the last full three years employment history to present. Employment history should include employment, unemployment and education. We will only seek references when an offer has been made.

References must cover at least the last 3 years of employment.

Must be from different employers.

Additional references may be requested where appropriate, e.g. for roles working with vulnerable groups where you are not currently working with children but have done in the past.

Referees must not be a relative, friend, current employee of the Club, or from the Job Centre.

If you have no previous employment history, a reference from your last education provider or character references will be required.

A character reference must be from a person working in a professional capacity who has known you for more than 2 years, e.g. police, teacher etc.

Testimonials will not be accepted.



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Reference 1.		
Company/Education establishment name/Character(Please specify):		
Position held:		
Address:		
Dates employed from:		To
Name of referee:		
Contact number:		
Email address:		
Reason for leaving:		
Reference 2.		
Company/Education establishment name/Character(Please specify):		
Position held:		
Address:		
Dates employed from:		To
Name of referee:		
Contact number:		
Email address:		
Reason for leaving:		



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Reference 3.

Company/Education establishment name/Character(Please specify):

Position held:

Address:

Dates employed from:

To

Name of referee:

Contact number:

Email address:

Reason for leaving:

Personal development

Please include any courses, membership of professional bodies & grade, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:



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Overseas addresses (use continuation sheet if necessary)

If you have lived overseas for more than 8 continuous weeks, since the age of 16 and in last 5 years, please list these addresses and dates below:

Address 1.

Address:			
	From		To

Address 2.

Address:			
	From		To

Address 3.

Address:			
	From		To

Address 4.

Address:			
	From		To



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Selection criteria

Please provide details on the qualities that you possess which mean you would be an ideal candidate for this role. Please include information on key experiences or achievements in your paid work history, but you may also include information on any activity outside of work you have been able to draw upon to the benefit of your career progression. Please use a continuation sheet if necessary



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Data protection statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications for recruitment purposes only. The Company processes all personal information in line with relevant data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

The Company processes your personal data in line with our recruitment privacy policy, to access our recruitment privacy policy or for more information on your rights as the data subject please access the following link, or review the Recruitment Privacy Policy on our website www.oxfordunitedyouthdevelopment.com

Criminal Record Checks

We will undertake a Basic Disclosure check on all prospective employees after they have accepted a job offer or, with prior permission, before making the final recruitment decision, for example where the applicant is unsure if a conviction is spent.

Have you ever been found guilty of any criminal offence in the United Kingdom or in any other country? (Excluding those considered spent under the Rehabilitation of Offenders Act)?

Yes No

If YES, please give details

Only offences relevant to this role will be taken into account for selection decisions.

Certain roles may require you to come into contact with children or adults at risk. Please note that in the event we determine that it is necessary for you to be checked against an enhanced disclosure, your continued employment may be conditional upon a satisfactory response to such an enhanced disclosure request.



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Declaration

I confirm that the above information is complete and correct. I agree that if offered a post, references may be taken up with my present and previous employers, in addition to any other checks deemed as a requirement for the role (in accordance with the operation of the Equality Act 2010).

Print:

Signature*:

Date

* If you are sending this form by email/online submission then you should note that, in the absence of this signature, the emailing/submission of this application constitutes your personal certification that the details are correct.

You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number.