Please complete this application form in black pen or type and return by email to hr@gbtaekwondo.co.uk or by post to HR, GB Taekwondo, at the address noted below. Part A and the Monitoring Form are separated and not seen by the interview selection panel or used to shortlist candidates for interview, and will be managed by HR. Part B will be distributed to the panel involved in the selection process to shortlist and interview candidates.

Please note the dates for closure and interview as stated in the full application pack. Applications should be received by 12 noon on the date of closure.

GB Taekwondo aim to recruit and retain talented individuals through fair and effective recruitment and selection procedures. We value diversity and are committed to eliminating unlawful and unfair discrimination. Appointment will always be on merit.

Applications are welcomed from all people irrespective of age, sex, gender, sexual orientation, marital status, pregnancy/maternity/paternity/caring responsibilities, ethnic and cultural background, nationality, disability, religion or belief.

Safeguarding and promoting the welfare of children and young people at GB Taekwondo is a priority and an integral part of the recruitment and selection process.

Your details will be held on secure file for up to three months following receipt. GB Taekwondo will retain these personal details in order to correspond with candidates and also for statutory purposes (equality monitoring). All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1988.

In the event you are successful in your application, the information contained within will form the basis of your personnel electronic and secure file.

**PART A**

**JOB DETAILS**

|  |  |
| --- | --- |
| Position applied for: |  |
| Where did you hear about this vacancy? |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Given names and preferred title: |  |
| Address, including postcode: |  |
| Email address: |  |
| Telephone numbers: | Home: |  | Work: |  | Mobile: |  |
| Do you hold a current and valid driving licence? | *Delete as appropriate*: Yes / No | Points on licence? If so, how many / what for? |  |

GB Taekwondo is committed to interviewing all disabled applicants who meet the minimum essential criteria, and meeting needs wherever possible. Are there are any adjustments that may be necessary in the recruitment process or any arrangements we can make for you if you are invited for interview?

|  |
| --- |
| Please specify, e.g. the provision of an accessible interview location or an interpreter, aids, adaptations or equipment?  |

**REFERENCES**

Please give the names and addresses of two people we may apply to for a reference; one of these should be your current or most recent employer/organisation, the other preferably work or education related. Personal references should be from someone who knows you in a professional capacity (not from friends or family).

|  |  |
| --- | --- |
| **Referee 1**First and Last Name: |  |
| Capacity in which above is known: |  |
| Address, including postcode: |  |
| Telephone number: |  | Email: |  |
| May we contact this referee once a verbal conditional offer of employment is made? Yes No  |
| **Referee 2**First and Last Name: |  |
| Capacity in which above is known: |  |
| Address, including postcode: |  |
| Telephone number: |  | Email: |  |
| May we contact this referee once a verbal conditional offer of employment is made? Yes No  |

**CRIMINAL RECORD CHECKS**

Safeguarding and promoting the welfare of children and young people at GB Taekwondo is a priority and an integral part of the recruitment and selection process. If the role you are applying for involves frequent or regular contact with or responsibility for children GB Taekwondo will require your consent to undertake a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role. This is to check prospective employees are suitable to work with children. The level of check(s) required will be stated in the advert and person specification and will be taken up at the point of a job offer. The DBS provides eligibility guidance: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

GB Taekwondo will not discriminate unfairly against applicants with a criminal record and having a criminal record will not necessarily bar an individual from working with us (see policy on the recruitment of ex-offenders). This will depend on the nature of the position sought and the circumstances and background of the offence(s).

|  |  |
| --- | --- |
| Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children? | Yes No |
| If yes, please provide information: |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? | Yes No |
| If yes, please provide information: |

**Confirmation of Declaration - Please tick below**

|  |  |
| --- | --- |
|  | I agree that the information provided here may be processed in connection with recruitment purposes and I understand than 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. |
|  | In accordance with GB Taekwondo’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 GB Taekwondo 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 GB Taekwondo to other persons or organisations in circumstances where this is considered necessary to safeguard children. |

**ELIGIBILITY TO WORK IN THE UK**

|  |  |
| --- | --- |
| Do you require a visa to work in the UK? | Yes No  |
| If required, do you hold a current/valid visa? If yes, please state the type of visa and expiry date:Visa type: Expiry date: | Yes No  |

I declare that the information given in this application is correct and complete and understand that false or misleading statements may result in an offer of employment being withdrawn or employment terminated.

Signed: Dated:

**PART B**

**JOB DETAILS**

|  |  |
| --- | --- |
| Position applied for: |  |

**PRESENT OR MOST RECENT EMPLOYMENT**

Pleasecontinue on a separate sheet if necessary.

|  |  |
| --- | --- |
| Position held: |  |
| Nature of business: |  |
| Date appointed: |  | Salary: |  | Notice period: |  |
| Name and address of employer: |  |
| State briefly your main duties and responsibilities. If you are no longer in this job, please state the reason for leaving: |

**SUMMARY OF PREVIOUS EMPLOYMENT**

Please include details of all posts you have held since leaving full time education. Enter details with your most recent post first. Continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Period Employed:From and To: | Name & Address of Employer, & nature of business: | Position held & Salary: | Reason for leaving: |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please explain any breaks in your continuity of employment.

|  |
| --- |
|  |

**EDUCATION AND TRAINING**

Please outline your education, training, qualifications (giving grades where applicable) and memberships of professional institutes/societies, relevant to the position applied for. Enter details in date order, with most current first.

|  |
| --- |
|  |

**SUPPORTING INFORMATION**

Aligning to the “person specification” within the job description, please tell us why you are an ideal candidate for this position. Take care to explain what you have done in your present and previous jobs, or outside of work, and how it is relevant to this position advertised. Please continue on a separate sheet if necessary.

|  |
| --- |
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Updated (sjs): Feb 2014