



JOB APPLICATION FORM

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

Are you a British national or a national of any EU Country?

Yes No

If not, do you have the right to work in the UK and a current work permit?

Yes No

If yes, please state the expiry date of your right to work in the UK and/or your work permit:

NB: 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?

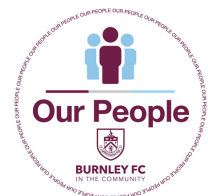
Yes No

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

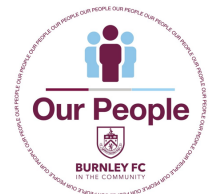
(Please give details of any relevant training courses undertaken)

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





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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:

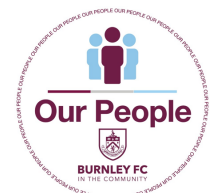
Job title / position held:

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:

Experience, skills and abilities

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**

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

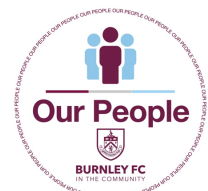
Referee's name:

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:

Company and postcode:

Contact phone number:

Email:

Joining the team

What is your notice period?

Do you have any holidays booked?

Yes

No

If yes, please specify dates:

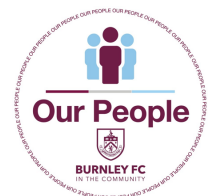
GDPR declaration

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.





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BURNLEY FC
IN THE COMMUNITY

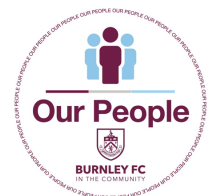
Declaration

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:

Age and Sex

Are you?

- Male
- Female
- Other
- I prefer not to answer this question

What is your age?

- 16-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75+





Disability

Do you consider yourself to have a disability or impairment?

- Yes No

If yes, please select from the options below:

- | | |
|--|---|
| <input type="checkbox"/> Physical impairment (ambulant) | <input type="checkbox"/> Physical impairment |
| <input type="checkbox"/> Learning impairment / disability (eg Down's Syndrome) | <input type="checkbox"/> Learning difficulty |
| <input type="checkbox"/> Hearing impairment (deaf or hard of hearing) | <input type="checkbox"/> Visual impairment |
| <input type="checkbox"/> Long term illness | <input type="checkbox"/> Prefer not to answer |

Other (Please specify):

Please indicate whether you require any adjustments to enable you to attend and participate in an interview or to carry out any selection tests. Disabled applicants are invited to contact the lead name provided on the job advert in confidence, at any point during the recruitment process to discuss steps that could be taken to facilitate attendance and participation at an interview or to overcome any operational difficulties presented by the job.

Adjustments required for interview (including, for example, induction loop / radio aid / speech-to-text reporter / BSL interpreter / other):

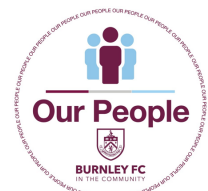
Adjustments required for job:

Please give details of any other special requirements we may need to be aware of should you be selected for an interview:

Gender reassignment

If you have undergone, are undergoing or intend to undergo gender reassignment, are you?

- Transsexual with an acquired gender of male
 Transsexual with an acquired gender of female
 I do not wish to disclose this
 Not applicable





Religion

What is your religion or belief?

- No religion
- Muslim
- Christian
- Sikh
- Buddhist
- Any other religion (please specify)
- Hindu
- I prefer not to answer this question

Sexual Orientation

How would you describe your sexual orientation?

- Bisexual
- Heterosexual / Straight
- Gay Man
- Other
- Gay Woman / Lesbian
- I prefer not to answer this question

Are you currently?

Are

- Married
- Neither
- In a civil partnership
- I prefer not to answer this question

you

currently?

- Pregnant
- I do not wish to disclose this
- Within 26 weeks of having given birth (This is the definition used for maternity in the Equality Act 2010)
- Not applicable





Race

A. White

- Welsh
- English / Scottish / Northern Irish / British
- Gypsy or Irish Traveller
- Other white background, (please specify):

C. Asian / Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other Asian background (please specify):

E. Other ethnic group

- Arab
- I prefer not to answer this question

B. Mixed / multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Other mixed / multiple ethnic, (please specify):

D. Mixed / multiple ethnic groups

- African
- Caribbean
- Other Black / African / Caribbean (please specify):

- Any other ethnic group (please specify):

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

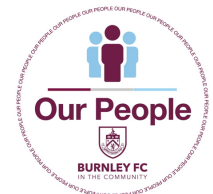
Unlock – Tel: 01634 247350, email advice@unlock.org.uk or complete the online form on the Unlock website.

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.





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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:

