

SUNDERLAND AFC RECRUITMENT



Equal Opportunities

Sunderland AFC is an equal opportunity employer.

We are committed to a policy of treating all employees and job applicants equally.

Our aim is that all colleagues should be able to work in an environment free from discrimination, harassment and bullying.

Safeguarding And Child Protection

Sunderland AFC recognises that the safeguarding and protection of children, young people and adults at risk of harm is of paramount importance within the organisation. Sunderland AFC owes a duty of care to safeguard all children, young people and adults at risk of harm involved in activities as organised by the football club. Sunderland AFC will ensure that safety and protection is given to all children, young people and adults at risk of harm involved in activities through adherence to the Safeguarding guidelines adopted by the Club.

Some roles within Sunderland AFC are subject to either a basic or enhanced Disclosure and Barring/Criminal Records (DBS) Check and the self-declaration section of the application form must be completed. Please note some roles are exempt from the Rehabilitation of Offenders Act due to the nature of the role. For any exempted roles it may be a legal requirement for Sunderland AFC us to ask questions about any convictions or information disclosed, even if they are spent.

Application For Employment

The applicant should, if possible, complete this form in full. If you require any assistance or clarification on any section of the form then please do not hesitate to contact us.

The information provided on this application form will remain confidential and will be used for the purpose of selection and recruitment. Where the application is successful the company may, from time to time thereafter, wish to process this information

(as updated periodically) for personal administration and business management purposes. Where this is the case, processing, whether by means of computer or otherwise, will take place in accordance with the provisions of the Data Protection Act 2018.

By signing this form, you will be providing the company with your consent to these uses.

Please return the completed form by email to recruitment@safc.com or by post to:

HR Department
Sunderland AFC
Black Cat House
Sunderland
Tyne & Wear
SR5 1SU

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Please Complete All of the Fields Below

Position(s) Applied For

If applicable, please detail any adjustments you would require assisting you in attending an interview, if selected

Personal Details

Title

Surname

Former Surname

Forename(s)

Current Address

Postcode

Contact Number/s

Email

National Insurance Number

If the job requires it, would you:

Relocate?

Yes

No

Travel?

Yes

No

Work Overtime?

Yes

No

Work shifts / flexible hours?

Yes

No

IT Skills

Please indicate skill level for the following IT packages: (if applicable to your role)

Basic Competent High

Basic Competent High

Word

PowerPoint

Excel

Access

Outlook

Project

Other

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Present/Last Employment Details

Name of Employer	<input type="text"/>
Nature of Business	<input type="text"/>
Your Job Title	<input type="text"/>
Brief details as to the nature of your work. Include details of responsibilities (and achievements if relevant)	<input type="text"/>
Full Time/Part Time	<input type="text"/>
Date Joined Company	<input type="text"/>
Date Appointed	<input type="text"/>
Salary/Wage (current or on leaving)	<input type="text"/>
Notice Required	<input type="text"/>
Date left and Reason (if applicable)	<input type="text"/>

Previous Employment

Please include all since leaving full time education starting with the most recent, including any Services, Armed Forces and voluntary positions. If no previous employment, please list any work experience you may have.

Employers Name	Your Job Title	From -To	Reason for Leaving
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Education and Qualifications

Secondary School / College /
University

Dates

Qualifications Obtained

Grades

Secondary School / College / University	Dates	Qualifications Obtained	Grades

Please use this area to provide details of any gaps in your employment or education, plus any none work related history:

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Work Related Skills

Please provide details of all work related / vocational certificates, diplomas, etc you have obtained, including membership of professional bodies and details of all licences you hold (e.g. fork lift trucks, etc), specifying when awarded, organising body and grades.

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Short listed applicants will be required to bring original or certified copies of relevant educational and vocational qualifications.

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Personal Statement / Additional information

Please provide any further information that may assist your application, focussing on issues, skills and knowledge relevant to the job for which you have applied, (please use an additional sheet if necessary).

Other Information

Eligibility to work in the UK

In order to work for us, as part of our recruitment process, you will need to provide us with evidence that you have the right to work in the UK. For further information on the right to work in the UK, please refer to, <https://www.gov.uk/prove-right-to-work> or <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

How do you qualify to work in the UK?

How/where did you hear about this vacancy?

Have you made an application to SAFC before?

Yes No

If yes, vacancy applied for and date of original application:

Are you related to or known by anyone employed by SAFC?

Yes No

If yes please provide name, relationship with:

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References

All appointments are subject to the receipt of a minimum of two satisfactory references. All references from current and previous employers will be sought and must cover a minimum of 3 years employment (whenever possible). Failure to complete this section in full may result in your application not being processed.

If you are without a previous employer please provide, as appropriate, the name of two professional referees, eg. Doctor, Teacher etc, who may provide a character reference.

Referee 1

Name	<input type="text"/>
Position	<input type="text"/>
Company	<input type="text"/>
Address	<input type="text"/>
Email	<input type="text"/>
Capacity in which you know the referee	<input type="text"/>

Referee 2

Name	<input type="text"/>
Position	<input type="text"/>
Company	<input type="text"/>
Address	<input type="text"/>
Email	<input type="text"/>
Capacity in which you know the referee	<input type="text"/>

Do we have permission to contact your referees prior to job offer:

Referee 1?	Yes	No
Referee 2?	Yes	No

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Verification

The club reserves the right, at any time, to check on any experience, achievements, qualifications or skills claimed by you either on this application form, in any accompanying or subsequent correspondence or at interview.

By signing this form you will be providing us with your agreement for us to proceed with this course of action and confirming that you will not unreasonably refuse to sign a suitably worded information release that will allow such an investigation to take place.

The club will comply with General Data Protection Regulations under the Data Protection Act 2018.

Candidates who are shortlisted for interview will be contacted by email and/or telephone. You should check your SPAM folders as well as your inbox.

Declaration

I declare that the information I have provided on this form is complete, accurate and truthful, and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

I also understand that any job is subject to the receipt of a minimum of two satisfactory references, 6-month probationary period and a Right to Work in the UK. If applicable, I also understand this post may be subject to the receipt of a clean Disclosure and Barring Service (DBS) Check at either a basic or enhanced level. I therefore give consent for the Club to make a submission for Disclosure to the DBS to check for any previous criminal convictions and following such to keep a record of the Disclosure Certificate details.

Signed

Date

Print Name

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Self-declaration guidance notes and form for applicants applying for positions working or volunteering with children and/or adults at risk

Please read the following information notes carefully before completing this self-declaration form. If you require further information, please contact Sunderland AFC HR Department on 0191 5515362. All enquiries will be treated in strict confidence.

Positions Of Trust

The Club actively promotes safe working practices and professional boundaries, as detailed in the Club's safeguarding policies and procedures as well as our codes of ethics and conduct. This reflects the Club's commitment to safeguarding and promoting the welfare of children and adults at risk; the Club expects all staff, volunteers and those who have entered into contracts to provide services relating to children and/or adults at risk, to share this commitment.

Data Protection

The information that you provide in this self-declaration form will be processed in accordance with the Data Protection Act 2018. It will be used for the purpose of determining your application for this position. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud or enquiries in relation to the Safeguarding Vulnerable Groups Act as amended by the Protection Of Freedoms Act 2012.

This self-declaration will be kept securely, and access to this information will be restricted to designated persons within Sunderland AFC who are authorised to view it as a necessary part of their Club role. Once a decision has been made concerning your appointment, Sunderland AFC will not retain this self-declaration form any longer than necessary, and it will be disposed of securely. In signing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above.

Equal Opportunities

Sunderland AFC aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. We undertake not to discriminate unfairly against applicants on the basis of criminal conviction or other information declared.

Recruitment Process Including DBS Disclosure Application And Barred List Checks

Before you can be considered for appointment in the Child or Adult at Risk workforce, we need to be satisfied about your

character and suitability. The position you have applied for has been identified as exempt under the Rehabilitation of Offenders Act 1974 (as amended) and is therefore eligible for a DBS Check. The level of check is determined by the roles and responsibilities of the position being applied for. The disclosure may also tell the Club about other information held by the police about you, such as outstanding prosecutions or serious relevant allegations and may include a check against the Children and/or Adults Banned Lists if the position involves Regulated Activity. It is an offence for a person barred from working with children and/or adults under the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 to seek or accept offers of employment (whether paid or unpaid) with these groups. Any allegation or complaint investigated by the police, local authority, an employer or voluntary body must also be declared; checks will be made with the relevant authorities. Motoring offences that cannot be dealt with by a prison sentence need not be declared. We will only consider information about convictions, cautions, charges and any other information released that is relevant to the position applied for. When assessing the suitability of a person for a position of trust, the Club is entitled to ask the applicant to reveal details of all convictions, including those that are considered 'spent'. This is to ensure that children and adults at risk are adequately protected from those in positions of authority and trust. Prior to making a final decision concerning your application, we shall discuss with you any information declared by you that we believe may have a bearing on your suitability for the position. If we do not raise this information with you, this is because we do not believe that it should be taken into account.

DBS Disclosure Re-Checking Policy

DBS Disclosures must be renewed every 3-years prior to their expiry date, providing the role remains one that requires a DBS check. Should you be registered with the DBS Update Service we will ask your consent to perform status checks every 12 months. Any relevant offences or investigations committed in the intervening time should be reported to Sunderland AFC immediately. If the Club discovers information about a relevant criminal or disciplinary offence or investigation that you have not disclosed, the Club may immediately suspend you pending investigation. All information will be dealt with sensitively and in confidence and will be shared on a need-to-know basis.

Further Information Or Advice

If you need further advice or assistance on what information should be included on this form, or how to complete it, please contact the HR Department on 0191 551 5362.

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Self-Declaration

Full forenames and surname

All previous names and/or surnames you've been known by

Full current address

Position applied for

Relevant Information

This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended) and you should declare all relevant criminal convictions, cautions, reprimands and final warnings found against you – including „spent“ convictions. The only criminal convictions that are irrelevant for these purposes are those relating to non-indictable traffic offences, resulting in penalty point endorsement only. Any allegation or complaint investigated by the police, local authority, an employer or voluntary body must also be declared; checks will be made with the relevant authorities. Answering „yes“ to any of the questions below will not automatically make you unsuitable for employment as a volunteer or paid member of staff with Sunderland AFC; however we will assess the information that you provide to determine its relevance. We will take into account the position applied for, the nature of your offences, the sentence, the time that has elapsed since the last offence and changes that reflect how you have moved on in life, etc.

Have You Ever?

If you answer 'yes' to any of the questions below, please give details on the attached continuation sheet.

- | | | |
|---|-----|----|
| 1. Been subject to a caution, reprimand, final warning, court order or a bound over order, either within the UK or abroad? | Yes | No |
| 2. Been convicted of any offence, other than non-indictable motoring offences (these are defined as offences which have resulted in driving licence endorsement with penalty points only), within the UK or abroad? | Yes | No |
| 3. Had a disciplinary sanction in relation to your practice with children and/or adults at risk, or been dismissed or removed from a role or post (paid or voluntary) due to your conduct? | Yes | No |
| 4. Been subject to, or currently involved in any on-going investigations by a local authority or equivalent statutory agency abroad, relating to a child or adult that you were/are caring for? | Yes | No |

Are You?

- | | | |
|--|-----|----|
| 5. Currently subject to pending prosecutions or current criminal investigations, either within the UK or abroad? | Yes | No |
| 6. Barred from working with vulnerable groups (children/and or adults), either through a court imposed disqualification order or through your inclusion on either of the DBS barred lists for children or adults, or any form of overseas equivalent? | Yes | No |
| 7. Currently under investigation by the police, local authority, an employer or voluntary body within the UK or abroad? | Yes | No |

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Declaration

I have read the „Self-declaration Form Guidance Notes for Applicants’ that accompanied my application form, and I consent to the information provided in this self-declaration form being used by Sunderland AFC for the purpose of assessing my application and for enquiries in relation to the prevention and detection of fraud or enquiries in relation to the Safeguarding Vulnerable Groups Act as amended by the Protection Of Freedoms Act 2012.

I confirm that the information that I have provided in this declaration form is correct and complete. I understand and accept that if I knowingly withhold information or provide false or misleading information, this may result in my application being rejected, or if I am appointed, in my dismissal, and I may be liable to prosecution.

Signed

Date

Print Name