

JOB APPLICATION FORM

Please complete all sections and upload with your application via Breathe HR or email to recruitment@theredimps.com or return to Recruitment Department, ProAmpac Stadium, Sincil Bank, Lincoln, LN5 8LD.

1. VACANCY DETAILS	
Which job are you applying for?	
Where did you see the job advertised?	

2. PERSONAL DETAILS			
First Name(s):		Surname:	
Title:		Email address:	
Address:			
Postcode:			
Home no:		Mobile no:	

3. ELIGIBILITY TO WORK	
Are you a UK National?	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:	

4. CRIMINAL RECORD	
<i>Having a criminal conviction will not necessarily preclude you from working with us. We will generally only take account of previous convictions if the nature of the offence is relevant to the type of work you would be doing. Generally you will only be asked to disclose any unspent convictions as defined by the Rehabilitation of Offenders Act 1974. However, certain posts are exempt from the Act and require that you disclose any conviction, caution or binding over including those that are considered "spent" under the Act. If the post you are applying for requires such a disclosure this will be indicated in the job description.</i>	
Have you ever been convicted, cautioned or bound over, or are you waiting to hear about a criminal conviction which is not considered spent?	Yes ☐ No ☐
If yes, please give details of any UNSPENT convictions or cautions you may have:	

5. DISCLOSURE AND BARRING SERVICE (DBS) CHECK	
Are you applying for a job that requires a DBS check or is exempt from the Rehabilitation of Offenders Act 1974?	Yes ☐ No ☐
This information can be found in the job description.	

If yes, please give details of any SPENT convictions or cautions you may have:

6. EDUCATION AND QUALIFICATIONS

Please tell us about any qualifications that are relevant to the job you are applying for. Please list secondary, further and higher education only, in chronological order. You may be asked to provide evidence of your qualifications/training and memberships during the recruitment process.

Name of establishment	Qualification & Subject	Grade/result	Date of Award

7. COACHING QUALIFICATIONS AND OTHER RELEVANT TRAINING

Date and duration	Course title	Brief details

This section need only by completed if you are applying for a coaching or teaching role

Do you hold a valid FA Safeguarding Children in Football Certificate?	Yes ☐	No ☐
Expiry date:		
Do you hold a valid First Aid Certificate?	Yes ☐	No ☐
Expiry Date:		
Are you a member of the FA Coaches Association?	Yes ☐	No ☐
Membership number:		

8. PROFESSIONAL MEMBERSHIPS	
Name of accrediting body	Membership number (e.g. FA number)

9. CURRENT OR MOST RECENT EMPLOYMENT	
Name and Address of Employer:	
Job Title:	
Brief Description of Duties:	
Dates of Employment:	
Notice Period:	
Reason for leaving (if applicable):	

10. PREVIOUS EMPLOYMENT		
<i>Please give details of all your previous employers. Don't forget to include work experience or voluntary/unpaid work.</i>		
Name of Employer	Job Title	Dates of Employment

11. SUPPORTING STATEMENT

Please explain how your experience, skills, knowledge and personal qualities meet the requirements in the job description and provide relevant examples. Please remember that it is quality not quantity that counts.

12. FURTHER INFORMATION

Please give any dates when you are NOT available for interview:	
If your application is successful, what is the earliest date you could take up employment?	
Please state any holidays that you have booked in the next 12 months:	

13. DRIVING LICENCE

Do you have a current valid UK driving licence?	Yes ☐ No ☐
<i>We only need to know this information if the job requires you to hold a driving licence. You will find this information in the job description.</i>	

14. REFERENCES

Please give the name and contact details of two referees. By signing this form, you are giving the Club permission to request personal information about you from your referees, which may include confirmation of your previous salary, attendance record and work history. One referee must be your current or most recent employer. References will only be taken up following an offer of employment.

REFERENCE 1

Full Name:		Job Title:	
Company and Address:			
Email address:		Mobile no:	

REFERENCE 2

Full Name:		Job Title:	
Company and Address:			
Email address:		Mobile no:	

15. FURTHER NOTES AND DECLARATION

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.

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 and the General Data Protection Regulation (GDPR).

I confirm that all the information given in this application is correct to the best of my knowledge, and that all questions have been answered fully and accurately.

I understand that any misrepresentation, falsification or omission of relevant factual information requested on this application form could result in my application being rejected, any offer of employment being withdrawn, or dismissal from employment.

Signed:	
Print name:	
Date:	

**PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER IF NECESSARY,
NOTING THE SECTION YOUR NOTES REFER TO.**