

**Application Form**

**NCS Seasonal Staff Summer 2021**

Please complete this application form accurately, giving as many details as possible about your academic and employment history, and your knowledge and experience relating to the job description. Successful candidates will be invited to interview, with employment offered subject to satisfactory completion of training. Please return the completed form, signed and dated, to [holly.grimes@oact.org.uk](mailto:holly.grimes@oact.org.uk) no later than **midday on Monday 6th April 2021**.

**Personal details:**

Preferred title (Mr/Mrs/Ms/Other):

First name(s): Surname:

Address:

Post code:

National Insurance number: Mobile number:

Email address:

Are you over the age of 18 (Y/N)?

Do you hold a current driving license (Y/N)? Access to own vehicle (Y/N)?

Are you eligible work in the UK (Y/N)? **You will be required to provide evidence of eligibility criteria.**

Do you hold any relevant safeguarding or first aid qualifications?\*:

Do you hold a valid DBS Certificate?\* (Y/N):

Position applied for:

How did you find out about this post? (website, social media, word of mouth etc.):

**Education and training**

Please list any academic and/or vocational qualifications, training or professional memberships relevant to the role e.g. GCSEs, A-Levels, Degree, Youth Work qualifications, NVQs:

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates (list most recent first)** | **Name of Provider (School/College/University/**  **Other)** | **Course or Qualification e.g. GCSEs** | **Grade(s)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Employment and Volunteering History**

Starting with your current or most recent role(s), please provide a summary of all previous employment, including any relevant voluntary/unpaid work. Please include start and end dates, the employer’s name, your job title, and a brief summary of the key responsibilities of the role.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates (most recent first)** | **Employer name and address** | **Job title** | **Key Duties and Responsibilities** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

If you need to provide further details for this section, please attach extra pages.

The following part of the application form will help us to learn more about your skills and experiences relevant to the role, in addition to your motivations for applying. Please ensure you address the criteria set out in the Person Specification and outline experience relevant to the responsibilities and duties outlined in the Job Description.

1. Please outline any experience you have working with young people, particularly those aged 15-17 and/or in a residential setting?
2. What knowledge, skills and qualities do you think you could bring to the NCS programme?
3. Explain how you meet the values of Oldham Athletic Community Trust? (**Professional, Dedicated, Inclusive**)
4. Please provide any additional information you feel is relevant to your application (including dates you are unavailable for interview, any pre-booked holidays etc.)

**Criminal Conviction Declaration**

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)?

If yes, please detail (In accordance with the provisions of the Rehabilitation of Offenders Act 1974, applicants are not required to disclose of any spent convictions):

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? (Y/N)

**Disclosure and Barring Service Check (DBS)**

This role will require an enhanced DBS check**. \***DBS Certificate can be obtained upon offer of employment.

**References**

Please give details of two people (not relatives) who we could approach for references. At least one should be your current or most recent employer. If you are, or have recently been, a student without a previous employer, please provide details of a senior staff member at your place of study. Where no previous employer exists, we will seek to obtain a character reference from a non-relative. By completing this section, we will assume you have the referee’s permission to disclose information about you to us.

Name:

Job title:

Company name:

Company address:

Phone number:

Email address:

Relationship to you:

Can reference be obtained now?

Name:

Job title:

Company name:

Company address:

Phone number:

Email address:

Relationship to you:

Can reference be obtained now?

**Data Protection**

Under the Data Protection Act and General Protection of Data Regulations (GDPR), OACT as the data controller is required to notify applicants and prospective employees on how their data will be processed and used. The information provided by you in this form will be kept for six months following recruitment and securely destroyed. Information given by successful candidates on the application form sections will be kept on the HR file during that person’s employment and destroyed within guidelines should the person leave the organisation. Information on this form relating to employment, history, skills and experience will be shared with recruiting managers.

**Declaration**

I can confirm and declare that the information provided on this form, to the best of my knowledge, is complete and accurate, and that any misleading information provided may be grounds for cancelling any offer of employment made.

Signature:

Date:

If you have any enquiries about the application process, please contact holly.grimes@oact.org.uk.