Application form for employment

Please complete this application form electronically and return it via email in a Word format to *recruitment@playtothecrowd.co.uk*. Please contact us if you are unable to complete this application form electronically or have any other queries.

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

Personal details

|  |  |  |  |
| --- | --- | --- | --- |
| Address | | | |
|  | | | |
| Telephone numbers | | | |
| Home | Work (only if we may call you there) | | Mobile |
|  |  | |  |
| Email address | | | |
|  | | | |
| Are there restrictions on your continued residence / employment in the UK? | | | |
| Yes □ No □ | | | |
| If Yes, please give details | | | |
|  | | | |
| What period of notice are you required to give to your present employer? | | | |
|  | | | |
| Do you have a current driving license? Yes □ No □ | | Do you have your own vehicle? Yes □ No □ | |
| Do you have a DBS check?  Yes □ No □ | | DBS Update Service number: | |

Employment record

|  |  |  |  |
| --- | --- | --- | --- |
| Current or most recent job | | | |
| Position held | |  | |
| From |  | To |  |
| Name of employer | |  | |
| Address | |  | |
| Brief description of duties | |  | |
| Current or last salary | |  | |
| Reason for leaving | |  | |
|  | | | |
| Previous employment  Please start with the most recent and work backwards, continuing on a separate sheet if necessary. | | | |
| Position held | |  | |
| From |  | To |  |
| Name of employer | |  | |
| Address | |  | |
| Brief description of duties | |  | |
| Reason for leaving | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Position held | |  | |
| From |  | To |  |
| Name of employer | |  | |
| Address | |  | |
| Brief description of duties | |  | |
| Reason for leaving | |  | |
|  | | | |
| Position held | |  | |
| From |  | To |  |
| Name of employer | |  | |
| Address | |  | |
| Brief description of duties | |  | |
| Reason for leaving | |  | |

Education

Please indicate all qualifications, starting with the most recent.

|  |  |  |
| --- | --- | --- |
| Dates From/To | School/college/university | Qualifications gained/subjects and grades |
|  |  |  |

Training / Professional membership

|  |  |  |
| --- | --- | --- |
| Course/Professional body | Brief details | Date |
|  |  |  |

Personal qualities

Summarise any personal qualities you have that may be relevant to this role.

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|  |

Reason for applying

In reference to the Person Specification and Job Description, please indicate why you consider yourself to be a suitable candidate for this position. (Maximum 1000 words)

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Interests and achievements

Please include any further information including details of your interests and main achievements to date, relevant to this application. (Maximum 200 words)

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By submitting this form you confirm that to the best of your knowledge and belief that the information given on this form in support of your application is correct, and you understand that any misleading statement or deliberate omission may result in my dismissal.

You will be asked to sign your application at interview stage, if you are shortlisted, as a record of you having read and understood the above statement.

References

Details of your referees are held in confidence and will be detached from your application form prior to assessment.

|  |  |
| --- | --- |
| Name |  |
| Position applied for |  |

Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current manager; if you are not in employment, please supply the name of your most recent employer or an academic reference (e.g. tutor or teacher). Please indicate below whether references may be taken up prior to an offer of employment being made and accepted, and ensure that your referees are aware of this application; also, if you are providing us with their personal email address, that you obtain your referee's permission.

|  |  |
| --- | --- |
| Current/last employment | |
| Name |  |
| Job Title |  |
| Organisation |  |
| Address (including postcode) |  |
| Telephone |  |
| Email |  |
| Position held in relation to applicant |  |
| Can this referee be contacted prior to offer being made? | Yes □ No □ |

|  |  |
| --- | --- |
| Previous employment | |
| Name |  |
| Job Title |  |
| Organisation |  |
| Address (including postcode) |  |
| Telephone |  |
| Email |  |
| Position held in relation to applicant |  |
| Can this referee be contacted prior to offer being made? | Yes □ No □ |

|  |  |
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| The following pages will be detached from your application prior to it being considered as they contain information that will not be used to assess your ability to perform the role.  ------------------------------------------------------------------------------------------------------------------------  I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, and any subsequent GDPR 2018 legislation.  Play to the Crowd will process this data anonymously, and may share it anonymously with selected thirds parties in order to fulfil statutory or contractual obligations. | |
| Signature | Date |

Rehabilitation of Offenders Act 1974

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

For all roles

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Have you been convicted of a criminal offence, which is not spent, as defined in the above Act?

Yes □ No □

If yes, please give details of date(s), offence(s) and sentence(s) passed

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Equality

We aim for equality of opportunity and it is our policy that job applicants and employees receive equal treatment regardless of sex, race, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment, where any of these cannot be shown to be a requirement of the job concerned. Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. Please answer the following questions by entering X as appropriate.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sex | | | | | | |
| Male | | Female | | Prefer not to say | | |
|  | |  | |  | | |
| Age | | | | | | |
| 16-18 yrs | | 19-21 yrs | | 22-35 yrs | | 36-45 yrs |
|  | |  | |  | |  |
| 46-64 yrs | | 65 yrs + | | Prefer not to say | | |
|  | |  | |  | | |
|  | | | | | | |
| Disability  Do you consider that you have a disability? | | | | | | |
| Yes | | No | | Prefer not to say | | |
|  | |  | |  | | |
| If Yes, please give brief details of the disability and any adjustments that would need to be made to enable you to carry out the duties listed for this post (continue on a separate sheet if necessary). | | | | | | |
|  | | | | | | |
|  | | | | | | |
| Race  Please read all the categories and then tick the box that applies to you | | | | | | |
| White | | | | | | |
| British | | Irish | | Any other white background  (please state) | | |
|  | |  | |  | | |
| Mixed race | | | | | | |
| White and black Caribbean | White and black African | | White and Asian | | Any other mixed background (please state) | |
|  |  | |  | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Asian or Asian British | | | |
| Indian | Pakistani | Bangladeshi | Any other Asian background (please state) |
|  |  |  |  |
| Black or Black British | | | |
| Caribbean | African | Any other black background (please state) | |
|  |  |  | |
| Chinese | | | |
|  | | | |
| Other ethnicity (please state) | | | |
|  | | | |
| Prefer not to state ethnicity | | | |
|  | | | |

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| --- | --- | --- | --- | --- |
| Sexual Orientation | | | | |
| Gay | Lesbian | Bisexual | Heterosexual | Prefer not to say |
|  |  |  |  |  |

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| --- | --- | --- | --- |
| Religion | | | |
| Christian (including Church of England/Scotland/Ireland, Catholic, Protestant and all other Christian denominations) | | | |
|  | | | |
| Buddhist | Hindu | Jewish | Muslim |
|  |  |  |  |
| Sikh | Any other religion (please state) | Prefer not to say |  |
|  |  |  |  |