**Job application form**

Post applying for:

Personal information:

Full Name:

Address:

Contact phone number:

Contact email address:

If job share, please detail preferred arrangements:

Qualifications:

Please give details of any educational or professional qualifications that you hold.

|  |  |  |  |
| --- | --- | --- | --- |
| Establishment | Qualification | Grade achieved | Date awarded |
|  |  |  |  |

Please use an additional sheet if necessary.

Current Employment:

|  |  |
| --- | --- |
| Job Title: |  |
| Name of Employer: |  |
| Address of Employer: |  |
| Date started: |  |
| Please give an outline of the duties and responsibilities of your current job: |  |
| Notice period required: |  |

Previous Employment:

Please give details of your employment history, starting with the most recent. Please also explain any significant gaps in your employment history.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position held | Name of Employer | Duties and responsibilities | Start date and finish date | Reason for leaving |
|  |  |  |  |  |

If necessary, please use the Previous Employment Continuation Sheet.

Other qualifications:

Please give details of any other skills, abilities, knowledge or experience you have that you believe will be relevant to this position. Use an additional sheet if necessary.

|  |
| --- |
|  |

Other information:

Please let us know of any other information that might be relevant to your application.

|  |
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|  |

References:

Please give us details of two people who are prepared to act as referees. These people should not be family members and one should be your current or most recent employer.

Referee One

Name:

Address:

Email:

Relationship to you:

Referee Two

Name:

Address:

Email:

Relationship to you:

Rehabilitation of Offenders:

The Rehabilitation of Offenders Act 1974 allows certain people to consider their criminal convictions as ‘spent’ meaning that they don’t have to reveal those convictions when applying for jobs. This job is exempt from the provisions of the Act in order to protect the public. As such you need to inform us of any criminal convictions you have received. Any of the information you give us will be treated as confidential and will not necessarily mean that your application will fail.

Have you ever been convicted of a criminal offence? YES NO

If yes, please give details:

Declaration:

I hereby confirm that the information I have provided in this application is, to the best of my knowledge, accurate and true. I understand that if I give any false or misleading information that my application may be rejected or, if I am offered a job, it might lead to dismissal.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equal Opportunities:

Reading Football Club is an equal opportunities employer and is committed to ensuring that our recruitment process is open, fair and not influenced by irrelevant considerations. To that end an Equal Opportunities Recruitment Monitoring Form will be sent to each applicant.

**Please return this form to Human Resources** ([epovey@readingfc.co.uk](mailto:epovey@readingfc.co.uk)) **Reading FC Community Trust, Reading Football Club, Select Car Leasing Stadium, Jun 11, M4, Reading, Berks, RG2 0FL.**