

AFC BOURNEMOUTH APPLICATION FORM



VACANCY DETAILS

Job Title	Job Advert Reference
Department	
Salary Expectations	

PERSONAL DETAILS

First Name
Surname
Known-as name
Home address
Post code
Mobile number
Other contact numbers (if applicable)
National insurance number
Email address
LinkedIn (if applicable)
Online portfolio/links to body of demonstrated work (if applicable)

ELIGIBILITY TO WORK IN THE UK

You will be required to provide evidence of eligibility criteria.

Do you have the right to work in the UK?	Yes	/ No
Do you require a visa / sponsorship to work in the UK	Yes	/ No
If you are able to work in the UK via the EU Settlement Scheme please cite your share code here.		

ARE YOU CURRENTLY EMPLOYED BY AFC BOURNEMOUTH?

Yes / No

If yes, please give details of job title and start date of your current position.



HAVE YOU WORKED FOR US IN THE PAST?

Yes / No

If yes, please give details.

ARE YOU RELATED TO ANYONE WORKING AT AFC BOURNEMOUTH?

Yes / No

If yes, please give details.

ADJUSTMENTS

Please give details of any adjustments we may need to be aware of to enable you to fully participate in the selection or application process to attend and participate in an interview or to carry out selection tests. Disabled applicants are invited to contact the EDI Manager (Hannah.Powis@afcb.co.uk), in confidence, at any point during the recruitment process to discuss steps that could be taken to facilitate attendance and participation at an interview or to fully participate in the application or selection process.



EMPLOYMENT

Please give details of your three most recent relevant employment experience Present to Past

Employer Name #1

Job Title	
Date Started	Date Left
Notice Period	Salary
Other Benefits	

Reason for leaving

Brief details of main duties and responsibilities of the role

Employer Name #2

Job Title	
Date Started	Date Left
Notice Period	Salary
Other Benefits	

Reason for leaving

Brief details of main duties and responsibilities of the role



AFC BOURNEMOUTH APPLICATION FORM

Employer Name #3

Job Title

Date Started Date Left

Notice Period Salary

Other Benefits

Reason for leaving

Brief details of main duties and responsibilities of the role

EDUCATION

Please tell us about any qualifications. Please use the additional information section or a separate document if necessary. Please start with your most recent information first.

Dates from/To	Place of Study/ Course Attended	Subject & Level i.e. GCSE English	Grade	Date gained (or expected)



PROFESSIONAL MEMBERSHIPS AND TRAINING

Please give details of relevant training and registration number(s) where relevant i.e. FA Number, Professional Association membership numbers etc. (you may be asked to provide evidence or your qualifications/ training and memberships during the recruitment process.

SUPPORTING STATEMENT

Please explain how your experience, skills, knowledge and personal qualities meet the requirements in the job advert and provide relevant examples. If you require more space, please attach extra pages to the email (maximum 2).



FURTHER INFORMATION

Please use this box to tell us any other relevant information.

DO YOU HAVE A CURRENT DRIVING LICENCE?

We only need to know this information if the job you are applying for requires you to hold a driving licence.

Yes /No

REFERENCES

Including your current or most recent employer, please give the name and contract details of two referees. In 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. Referees will only be contacted if you are successful at the selection stage and have verbally accepted a job offer.

Reference 1 (must be most recent employer)

Full Name of reference		
Job title of reference		
Type of reference	Employer / Personal / Academic	
Company address		
Referee Telephone Number		
Referee Email Address		
Position held by you		
Dates of Employment	Date Started	Date Left



AFC BOURNEMOUTH APPLICATION FORM

Reference 2

Full Name of reference		
Job title of reference		
Type of reference	Employer /	Personal / Academic
Company address		
Referee Telephone Number		
Referee Email Address		
Position held by you		
Dates of Employment	Date Started	Date Left

CONFIRMATION OF DETAILS

I confirm that all the information given in this application is correct to the best of my knowledge, that all the questions related to me have been accurately and fully answered and that I am in possession of the qualifications I claim to hold.

For roles which are considered to have regulated activity please note it is an offence to apply if you are barred from engaging in regulated activity relevant to children or adults at risk.

If you are shortlisted for interview, you will be required to either complete a safeguarding self-declaration form.

AFC Bournemouth Limited is committed to protecting the privacy and security of the personal information of all applicants be that for employment in any capacity. We have prepared a privacy notice which describes how we collect and use personal information about Job Applicants during and after the application process.

Name _____
Date _____

Please email your completed application to jobs@afcb.co.uk or post to or return to

Human Resources,
Vitality Stadium,
Kings Park,
Bournemouth,
BH7 7AF.

Once you have submitted your application form, you will receive an acknowledgement from jobs@afcb.co.uk. This acknowledgement will include An Equality Monitoring Form to fill out. You must fill out this form and any other forms required during the recruitment process before we can progress your application.