**Watford Football Club’s Application Form**

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| **Club Commitment:** |
| **Equality, Diversity & Inclusion (EDI):** We are dedicated to fostering a diverse and dynamic working environment by building a team that represents a variety of backgrounds, perspectives, and skills. We are an equal opportunities employer and welcome applications from all sections of the community.  **Safeguarding:** We provide a safe and secure environment for all. We believe Safeguarding and promoting the welfare of children & adults is everyone responsibility. Everyone within the organisation has a role to play, to ensure that club policies, procedures, and practices in regard to safeguarding are followed. |

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| **Position Applying For:** | | | | |
| **Where Did You Find Out About This Role:** | | | | |
| **Date Completed:** | | | | |
| **Personal Details** | | | | |
| Title: | Pronouns (If you are happy to share): | | | |
| Full Name: | | | | |
| Home Address: | | | | |
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| Post Code: | | | | |
| Home Telephone: | |  | | |
| Mobile Telephone: | |  | | |
| Email Address: | | | | |
| Have you applied to, or worked for, Watford Football Club or The Trust before?  If yes, please provide details / the title of the role you have previously applied for: | | | YES/NO | |
| We are an Equal Opportunities employer. If you have a disability and would like special arrangements to be made should you be invited for interview, such as a mentor or carer, please state your requirements here:  **Disability confident committed logo** | | | | |
| **General Information** | | | | |
| Do you hold a current and valid UK driving licence? We only need to know this information if the job requires you to hold a driving license. You will find this information in the job profile. | | | | YES/NO |
| What type of driving licence do you hold? | Full/Provisional | | |  |
| Are you willing to relocate? | | | | YES/NO |

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| **Work History** | | | |
| Please give details of all employment including part-time and or unpaid work.  Please start with your current or most recent employer. If currently unemployed, please give details of last employer. | | | |
| **Current / Last Employer** | | | |
| Company name: | | |  |
| Job Title: | | |  |
| Dates of Employment: | From: | To: |  |
| Details of Roles and Responsibilities: | | |  |
| Reason for leaving:  How much notice are you required to give your current employer? | | | |

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| **Previous Employment** | | | |
| **Company Name:** | |  | |
| Job Title: | |  | |
| Dates of Employment: | From: | To: |  |
| Details of Roles and Responsibilities: | |  | |
| Reason for leaving: | | | |
| **Company Name:** | |  | |
| Job Title: | |  | |
| Dates of Employment: | From: | To: |  |
| Details of Roles and Responsibilities: | |  | |
| Reason for leaving: | | | |
| **Company Name:** | |  | |
| Job Title: | |  | |
| Dates of Employment: | From: | To: |  |
| Details of Roles and Responsibilities: | |  | |
| Reason for leaving: | | | |
| **Company Name:** | |  | |
| Job Title: | |  | |
| Dates of Employment: | From: | To: |  |
| Details of Roles and Responsibilities: | |  | |
| Reason for leaving: | | | |

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| **References** | | | |
| State names and company addresses of two managers / supervisors. Please ensure one is your current and /or last employer. If this is your first role, please provide two personal references (not a relative) who can provide a reference. (These must be people who have known you for a minimum of five years). Please note if shortlisted references request may be taking up prior to interview. | | | |
| **First Referee** | | **Second Referee** | |
| Contact Name: | | Contact Name: | |
| Job Title: | | Job Title: | |
| Company Name: | | Company Name: | |
| Company Address | | Company Address |  |
| Telephone No: | | Telephone No: |  |
| Email: | | Email: |  |
| Time Known: | | Time Known: |  |
| May references be taken up before interview? | YES/NO | May references be taken up before interview? | YES/NO |

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| **Qualifications** | | | |
| *Please include all qualifications and/or training that you feel would be beneficial for this role. (Make sure you include any essential qualifications that are a requirement for the role).* | | | |
| School / College / University / Institute / Professional Body | Course/Qualification | Grade Obtained | Year Taken |
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| Are you presently in, or intending to return to, full or part-time education?  If yes, give details | YES/NO |

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| **About You** | |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?  If yes, please provide details: | YES/NO |
| If you are successful in your application, would you require a work permit prior to taking up employment?  The Asylum and Immigration Act 2006 requires us to seek proof of your right to work in the UK. You will be asked to provide original documentation during the recruitment process.  All elements of the safer recruitment process and pre-appointment checks will be applied to applicants from overseas in the same way as applicants’ residents to the UK. Overseas checks will be carried out on anyone that has lived or worked abroad in the last three years and spent more than three-months outside of the UK in addition to the standard DBS check process | YES/NO |

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| **Supporting Statement** |
| In this section you are asked to detail how your knowledge, skills and experiences meet the requirements of this role (please refer to the person specification section on the job advert & the Clubs commitment to EDI & Safeguarding). You should draw on relevant experiences gained from your current or previous roles or from other relevant experiences (such as activities outside work). |
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| **Safer Recruitment**  We are committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults.  As a regulated activity provider and as part of the short-listing process we may:   1. Complete reference requests prior to interview. 2. Carry out an online search for publicly available information as part of the due diligence process. 3. If your application is successful be required to obtain a DBS disclosure at the appropriate level (role dependant). | |
| If the position for which you are applying may involve contact with vulnerable groups, it is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about Police cautions, bind-overs, or any criminal convictions, including any that would be considered ‘spent’ under the act.  Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website - [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fnew-guidance-on-the-rehabilitation-of-offenders-act-1974&data=04%7C01%7Cgayle.clarke%40watfordfc.com%7Cf614225556734909295508d95a6f7153%7Cad5a268d116f41e89d0f1e4a59239ac8%7C0%7C0%7C637640256944207538%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=FaORuhDlJcXCC21ZrNBXsxP138TcGxapr0OPgrEruAc%3D&reserved=0)’  In addition to the Ministry of Justice website, applicants can also seek legal advice prior to completing their self-disclosure from impartial advisors such as **Nacro** [www.nacro.org.uk](https://eur02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.nacro.org.uk%2F&data=04%7C01%7Cgayle.clarke%40watfordfc.com%7Cf614225556734909295508d95a6f7153%7Cad5a268d116f41e89d0f1e4a59239ac8%7C0%7C0%7C637640256944217495%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=lj3BDhsgVJtaO1wSRnnpMT%2FBPUB%2FgwoMDsOvjZDsuYA%3D&reserved=0) and **Unlock** [www.unlock.org.uk](https://eur02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.unlock.org.uk%2F&data=04%7C01%7Cgayle.clarke%40watfordfc.com%7Cf614225556734909295508d95a6f7153%7Cad5a268d116f41e89d0f1e4a59239ac8%7C0%7C0%7C637640256944217495%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=ZUL5oNQ1V5ZmUoIWKuAunu03KcBqtOSlxJ%2BiM8LP%2Flc%3D&reserved=0).  Have you ever been charged, convicted, or cautioned of any criminal offence?  If yes, please provide details: | YES/NO |
| Rehabilitation of Offenders Act 1974/Safeguarding vulnerable groups  Do you have any unspent convictions or cautions?  If yes, please provide details below: | YES/NO |
| Are you at present the subject of any on-going criminal investigations or awaiting the outcome of charges pending against you?  If yes, please provide details: | YES/NO |
| Have you been the subject of any investigation by any organisation or body due to concerns about your behaviour towards children or vulnerable adults?  If yes, please provide details: | YES/NO |
| I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention. | YES/NO |
| I agree to inform the Club within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people, or adults at risk. | YES/NO |
| In accordance with the Club’s recruitment policy and procedures, I agree to undertake the relevant level of DBS check and consent to the Club clarifying any information provided on the disclosure with relevant agencies. | YES/NO |
| I understand that the information contained on this form, the result of the DBS check and information supplied by third parties may be supplied by the Club to other persons or organisations in circumstances where this is considered necessary to safeguard children, young people or adults at risk. | YES/NO |

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| **Data Protection Statement** |
| In accordance with the new General Data Protection Regulation (GDPR) the details provided on this form are collected by Watford Football Club’s (The Club) to enable them to assess your suitability for the role to which you have applied. This information will be held securely and will not be shared with any third parties.  For more information on what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process, please refer to our ‘Data Protection Privacy Notice (Recruitment)’ which will be sent to you upon receipt of this form.  If you would like to receive it sooner this can be requested from [hradmin@watfordfc.com](mailto:hradmin@watfordfc.com) |

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| It is important that the information you provide is accurate and that all sections are completed. Your signature below confirms that the information you have given is accurate and true. You understand that providing misleading or false information will disqualify you from appointment or, if appointed may result in your dismissal. | | |
| Signed: | Print Name: | Date: |

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| **Completed Application Form** |
| Please send a copy of your fully completed application form along with your cover letter, CV, right to work in the UK documentation and essential qualifications for the role to [hradmin@watfordfc.com](mailto:hradmin@watfordfc.com) or via post to HR Admin, Watford Football Club Training Ground, Bell Lane, London Colney, St Albans, AL2 1BZ.  If you have any queries or require any assistance completing this form, please e-mail [hradmin@watfordfc.com](mailto:hradmin@watfordfc.com) or call 01923 496000. |

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| **Equal Opportunities Monitoring Form** |
| A picture containing text, outdoor, sign  Description automatically generatedWatford Football Club is an equal opportunities employer and is committed to treating all employees or job applicants with respect and dignity regardless of age, disability, sex, gender reassignment, pregnancy, maternity, race, sexual orientation, religion or belief or because someone is married or in a civil partnership.  In order to assess how successful our Equal Opportunity policy is we have set up a system of monitoring all job applications. With this in mind, we would be grateful if you would check off any of the following categories where you want to include your responses. Your answers are voluntary and will be used only to understand our applicants and to implement our Equal Opportunities Policy. All information will be treated in the strictest confidence. The questionnaire will be detached from your application form, stored separately, and used only to provide statistics for monitoring purposes. Thank you for your assistance. |

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| **Ethic Origin** | | | | | | | | | | |
| I would describe my Ethnic Origin as: | | | | | | | | | | |
| **Asian or Asian British** | | **Black/African/ Caribbean/British** | | **Mixed/Multiple Ethnic Groups** | | **Another Ethnic Group** | | **White** | | |
| Bangladeshi | ⭘ | African | ⭘ | White & Asian | ⭘ | Arab | ⭘ | English/Welsh/  Scottish/ Northern Irish/ British | | ⭘ |
| Chinese | ⭘ | Caribbean | ⭘ | White & Black African | ⭘ |  | ⭘ | Irish | | ⭘ |
| Indian | ⭘ |  |  | White & Black Caribbean | ⭘ |  |  | Gypsy or Irish Traveller | ⭘ | |
| Pakistani | ⭘ |  |  |  |  |  |  |  | | |
| Any other Asian background  (Please specify) | ⭘ | Any other Black/African/ Caribbean background  (Please specify) | ⭘ | Any other mixed/multiple ethnic background  (Please specify) | ⭘ | Any other ethnic background  (Please specify) | ⭘ | Any other white background  (Please specify) | ⭘ | |

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| **How would you describe your National Identity?** | | | | | | | | | | |
| British | | ⭘ | | English | | ⭘ | | Northern Irish | ⭘ | |
| Scottish | | ⭘ | | Welsh | | ⭘ | | Any other ⭘ | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Are You?** | | | | | | | A man | ⭘ | Non-binary | ⭘ |  |  | | A woman | ⭘ | Prefer not to answer | ⭘ |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Is the gender you identify in the question above, the same as your sex registered at birth?** | | | | | | Yes | ⭘ | Prefer not to answer | ⭘ | | No | ⭘ |  |  | | | | | | | | | | | |
| **Age Group** | | | | | | | | | | |
| 16 – 24 | | ⭘ | | 25 - 34 | | ⭘ | | 35 - 44 | ⭘ | |
| 45 – 54 | | ⭘ | | 55 - 64 | | ⭘ | | 65 - 74 | ⭘ | |
| Over 75 | | ⭘ | | Prefer not to answer | | ⭘ | |  | | |
| The Equality Act 2010 defines disability as “A physical or mental impairment which has a substantial and long-term adverse effect on the person’s ability to carry out normal day to day activities”.  **Do you consider yourself to have a Disability?** | | | | | | | | | | |
| Yes (please specify) | | ⭘ | | No | | ⭘ | | Prefer not to answer | ⭘ | |
| **If you wish, you may disclose information about yourself in this section in relation to your:** | | | | | | | | | | |
| **Region or Belief:** | | | | | | | | | | |
| No Religion | ⭘ | | Buddhist | | ⭘ | | Christian (all denominations) | | | ⭘ |
| Hindu | ⭘ | | Jewish | | ⭘ | | Muslim | | | ⭘ |
| Sikh | ⭘ | | Any other Religion (please specify) | | ⭘ | | Prefer not to answer | | | ⭘ |
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| **Sexual Orientation****:** | | | | | | | | | | |
| Asexual | ⭘ | | Heterosexual/Straight | | ⭘ | | Pansexual | | | ⭘ |
| Bi (Bisexual) | ⭘ | | Lesbian | | ⭘ | | Queer | | | ⭘ |
| Gay | ⭘ | | Other | | ⭘ | | Questioning or Unsure | | | ⭘ |
| Prefer not to answer | ⭘ | |  | |  | |  | | |  |
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| **How did you hear about this Vacancy?** | | | | | | | | | | |
| Club Email/Intranet  (Internal) | ⭘ | | Local Community Group  (WFC Equality Advisory Group) | | ⭘ | | Club Social Media Channels | | | ⭘ |
| Specialist Website/Magazine/Journal | ⭘ | | Recruitment Agency | | ⭘ | | Watford FC Employee | | | ⭘ |
| Uni/College/School | ⭘ | | WFC Website | | ⭘ | |  | | | |
| Mencap | ⭘ | |  | | ⭘ | |