**Before you complete your application form, please read the guidance notes in the job pack.**

Please note that sections 1-7 will be detached from your application, and forms anonymised for short-listing purposes.

## Section 1: Personal Information

|  |  |
| --- | --- |
| **Title**  |  |
| **First Name** |  |
| **Surname** |  |
| **Address** |  |
| **Town/City** |  |
| **Postcode**  |  |
| **Email Address** |  |
| **Daytime telephone number (on which a message may be left)** |  |

## Section 2: Support Needs

|  |
| --- |
| **We are committed to being an Equal Opportunities Employer.****Are there are any arrangements that we can make to assist / adapt for you if you are called to interview, or if successfully employed? If so, please give details below.** |
|  |

## Section 3: Relationship to Staff Members

|  |
| --- |
| **If you are related to any employee of SSF or anyone who has been employed as a staff member or has been engaged as a supplier, consultant, or contractor in the last 12 months, please provide details.** |
|  |

## Section 4: Referees

|  |
| --- |
| **Please give details of two referees. Please see the guidance notes in the job pack for details of suitable referees. Referees will not be approached prior to interview.** |
| Referee One | Referee Two  |
| Name |  | Name |  |
| Relationship to you |  | Relationship to you |  |
| Job Title |  | Job Title |  |
| Company  |  | Company  |  |
| Address |  | Address |  |
| Email address |  | Email address |  |
| Telephone number |  | Telephone number |  |

## Section 5: Advertisement Source

|  |  |
| --- | --- |
| **Where did you see this post advertised?**  |  |

## Section 6: Asylum and Immigration Act 1996

|  |
| --- |
| **The Asylum and Immigration Act 1996 makes it an offence to employ anyone who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the original of your current passport, or birth/ marriage certificate, and National Insurance Number (found on NI Card, P45, P60, etc.)** |
| **Do you require a work permit?** | **Yes / No (please delete as appropriate)** |

## Section 7: Declaration

|  |
| --- |
| **I have read this application form fully and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice.** |
| **Signed** |  | **Date** |  |

|  |  |
| --- | --- |
| For office use only |  |

# Section 8:

# Your application

**Starting with the most recent, please list your educational history, including secondary, further vocational, and higher education, and details of any professional qualifications or memberships.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Awarding Body** | **Qualification** | **Subject / Course Studied** | **Grade** |
|  |  |  |  |
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## Training & Development

Child Protection and Wellbeing Training

|  |  |
| --- | --- |
| **Are you up to date with Child Protection training?**  |  |
| **If yes, when did you last complete Child Protection training?** |  |
| **Who was the provider of Child Protection training?** |  |
| **Are you able to provide a copy of your certificate if required?** |  |

## Training

|  |
| --- |
| **Starting with the most recent, please give details of any other training courses or events you have attended which are relevant to this post.** |
| **Subject Area** | **Date completed**  | **Course Provider** | **Course Title** | **Summary of Content** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

## Present Employer

|  |  |
| --- | --- |
| **Name of Employer** |  |
| **Address** |  |
| **Town/City** |  |
| **Position Held**  |  |
| **Reason for Leaving** |  |
| **Notice period required to give** |  |
| **Main Responsibilities:**  |

## Employment History

|  |  |
| --- | --- |
| **Name of Employer** |  |
| **Address** |  |
| **Town/City** |  |
| **Position Held**  |  |
| **Reason for Leaving** |  |
| **Main Responsibilities:** |

|  |  |
| --- | --- |
| **Name of Employer** |  |
| **Address** |  |
| **Town/City** |  |
| **Position Held**  |  |
| **Reason for Leaving** |  |
| **Main Responsibilities:** |

## About You

**Please provide us with information about your personal qualities and why you would like this role.**

|  |
| --- |
| **Why have you applied for this post?** |
|  |

## Essential Knowledge Skills and Experience

|  |
| --- |
| **In the section we would like you to refer back to the essential qualities and highlight a time when you have demonstrated this. Please outline your knowledge and experience that demonstrate how you meet the essential knowledge skills and experience. Please give relevant examples where applicable and use this section to set yourself apart from others.**  |
| **Experience of working in an administrative role in an office environment** |  |
| **Excellent organisational and administrative skills** |  |
| **Excellent interpersonal and communication skills** |  |
| **Ability to establish and maintain positive relationships with internal colleagues and external stakeholders / customers** |  |
| **Attention to detail and high levels of accuracy** |  |
| **Able to plan own work, use initiative, prioritise workload and meet deadlines** |  |
| **Able to work as part of a team with differing responsibilities and workloads** |  |
| **Excellent IT skills, including use of Microsoft Office packages and digital platforms** |  |
| **Experience of maintaining, developing and implementing efficient systems and processes** |  |
| **Experience of using data entry systems** |  |

## Desirable Knowledge Skills and Experience

|  |
| --- |
| **In the section we would like you to refer to the desirable qualities and highlight a time when you have demonstrated this. Please outline your knowledge and experience that demonstrate how you meet the desirable knowledge skills and experience. Please give relevant examples where applicable and use this section to set yourself apart from others.**  |
| **Experience of data collection, analysis, and dissemination to aid organisational monitoring and evaluation** |  |
| **Knowledge of sport / education / youth work sectors** |  |
| **Ability to produce engaging and compelling social media content** |  |
| **Understanding of child protection and safeguarding** |  |
|  |  |
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## Additional Information

|  |
| --- |
| **Please provide any relevant information not covered elsewhere in your application, and indicate how this will enable you to contribute further to this post.** |
|  |