**Application Form (Strictly Confidential)**

*Please complete the relevant sections of this form legibly and accurately and return it to the details provided on or before the closing date specified in the advertisement - late applications will not be considered and no other form of application will be accepted.*

*All information provided will be handled and stored sensitively, treated with the strictest confidence and used solely for its intended purpose. To view our privacy policy please visit www.countydurhamsport.com*

**Post Information**

|  |  |
| --- | --- |
| Post Title: | Project Officer (Community) |

**Personal Information**

|  |  |
| --- | --- |
| First Name(s): | Last Name(s): |
|  |  |
| Current Address: | |
|  | |
| Contact Number(s): | Email Address: |
|  |  |

Please tick the box to confirm that you are eligible to work in the UK

**Education and Qualification**

Relevant educational, vocational or professional qualifications (most recent first):

|  |  |  |  |
| --- | --- | --- | --- |
| Educational Establishment or Course Provider: | Dates attended from and to: | Qualification(s): | Qualification(s) / Grade Achieved: |
|  |  |  |  |

**Employment Details**

Current Employment:

|  |  |
| --- | --- |
| Job Title: |  |
| Name of Employer: |  |
| Employer Address: |  |
| Date Commenced: |  |
| Current Salary: |  |
| Period of Notice Required: |  |
| Brief Outline of Role: | |
|  | |

Employment History:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer(s) and Addresses: | Job Title: | Date of Employment: | | Reason for Leaving: |
| From: | To: |
|  |  |  |  |  |

**Personal Specification**

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| **Please use this section to demonstrate and provide evidence that you have the essential and where possible desirable criteria as stated on the personal specification of the post for which you are applying. Candidates who do not evidence that they meet the essential criteria listed will not be shortlisted for interview.** |
| Qualifications and Experience: |
|  |
| Knowledge and Skills: |
|  |
| Personal Attributes: |
|  |
| Other: |
|  |

**References**

Please note that at least one reference must be from your current or most recent employer.

References will only be obtained for successful candidates.

|  |  |
| --- | --- |
| Referee 1: | |
| Full Name: |  |
| Position: |  |
| Relationship: |  |
| Address: |  |
| Email: |  |
| Telephone: |  |

|  |  |
| --- | --- |
| Referee 1: | |
| Full Name: |  |
| Position: |  |
| Relationship: |  |
| Address: |  |
| Email: |  |
| Telephone: |  |

**Criminal Convictions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Note:** County Durham Sport is committed to Safeguarding and Protecting Children and Vulnerable Adults and this post is subject to DBS check due to the Office location.  Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:  Nacro – Tel: 0300 123 1999, or email: helpline@nacro.org.uk  Unlock – Tel: 01634 247350, email advice@unlock.org.uk or complete the online form on the Unlock website. | | | |
| Declaration of individual | | | |
| 1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | | No | Yes  Please provide further information: |
| 1. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | | No | Yes – please provide further information |
| 1. Have you been formally charged with any other offence in any country which has not yet been disposed of? | | No | Yes – please provide further information |
| 1. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position? | | No | Yes – please provide further information |
| 1. Have you ever been known to any Children’s Services department or the police as being a risk or potential risk to children? | | No | Yes – please provide further information |
| 1. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? | | No | Yes – please provide further information |
| 1. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position? | | No | Yes – please provide further information |
| 1. Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position? | | No | Yes – please provide further information |
|  | 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 dismissal may result if information is not disclosed by me and subsequently comes to the organisation’s attention. | | |
|  | If appointed, I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. | | |
|  | I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. | | |
|  | I understand that the information contained on this form, the results of the DBS check\* and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children. | | |

**Advertising**

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| --- |
| Please confirm how you found out about this vacancy: |
|  |

**Equal Opportunities Monitoring Form**

*This form will* ***NOT*** *be used during the short listing process but will be used for the purpose of recruitment monitoring. All information supplied will be treated in the strictest confidence.**Please complete the appropriate boxes.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Gender: | Male | Female | | Prefer not to say | | Other (please specify) |
| Date of Birth: |  | | | | | |
| Sexuality: | Bisexual | Lesbian / Gay | | Heterosexual | | Prefer not to say |
| Disability: | A disability is an impairment that has (or is likely to have) a substantial (more than minor), adverse, long-term (more than a year) effect on the ability to carry out normal day-to-day activities.  Do you consider yourself to have a disability? | | | | | |
| Yes | | No | | Prefer not to say | |
| Please list here any reasonable adjustments you may require: | | | | | |
|  | | | | | |
| Ethnicity: |  | | | | | |
| Religion, Faith or Belief: |  | | | | | |

**Declaration**

In submitting this application form I confirm that the information I have provided is true and up to date, failure to provide correct information will disqualify me from being appointed.

Please tick the box to confirm that you understand the above.

**Submission**

Please submit your application form to: [hello@countydurhamsport.com](mailto:hello@countydurhamsport.com)