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**For office use only**

APPLICATION REFERENCE NO:

**APPLICATION FORM (AP3)**

**Private and Confidential**

Please complete the following using BLOCK CAPITALS

**POSITION APPLYING FOR**

|  |  |
| --- | --- |
|  | VACANCY REFERENCE NO. |

**DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname:** | **Forename(s)** | | | **Title** |
| **Address:** | | | | |
| **Postcode:** | | | **Telephone** **number:** | |
| **E-mail:** | | | | |
| **If selected for Interview, please indicate dates/times when you will NOT be available** | |  | | |

**Please leave this page blank**

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APPLICATION REFERENCE NO:

**POSITION APPLYING FOR**

|  |
| --- |
|  |

**EMPLOYMENT HISTORY (most recent employment first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME AND ADDRESS OF EMPLOYER** | **DATES OF EMPLOYMENT** | **JOB TITLE AND DUTIES** | **SALARY** | **REASON FOR LEAVING** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Please attach a CV if you would like to provide more detailed information** | | | | |
|  | | | | |

**OTHER EMPLOYMENT**

|  |
| --- |
| Please note any other employment you would continue with if you were to be successful in obtaining this position. |

**EDUCATION, TRAINING & QUALIFICATIONS**

|  |  |
| --- | --- |
| **Schools:** | **Qualifications gained:** |
| **Colleges/Universities:** | **Qualifications gained:** |
| **Other training:** | |

**FURTHER INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AVAILABILITY**  Please indicate which days and times you are available to work | | |  | | |
| **CRIMINAL RECORD**  Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If NONE please state. **In certain circumstances employment is dependent upon obtaining a satisfactory basic or enhanced DBS from the Disclosure and Barring Service.** | | | None | | |
| **ELIGIBILITY TO WORK**  Do you require a permit to work in the UK?  If “yes”, do you currently hold a work permit?  If “yes”, please complete the below: | | | Yes  No  Yes  No | | |
| Type | Status  (applied/renewed) | Number | Duration | Start Date | Expiry Date |
|  |  |  |  |  |  |
| **DRIVING LICENCE**  Do you have a current driving licence?  If “yes” do you currently have endorsements?  If ‘yes’, please give the reasons for the endorsements  Part of your role may require you to drive a company vehicle. In this case we will ask you to provide us with a code to allow us to check your licence details online with the DVLA. | | | Yes  No  Yes  No | | |

**GENERAL COMMENTS**

|  |
| --- |
| Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role. |

**DECLARATION AND ACKNOWLEDGEMENT (Please read this carefully before signing this application)**

|  |
| --- |
| I certify that the information contained on this form, and any attachments, are complete and accurate in all respects.  I understand that all offers of employment are conditional upon satisfactory references and permission to work in the UK. I understand that any information obtained which may have precluded Middlesbrough Football Club Foundation from making me an offer of employment may lead to withdrawal of the offer. If such a discovery is made after my employment commences, I understand that this may lead to disciplinary action or dismissal.  Middlesbrough Football & Athletic Company (1986) Limited (“MFC”) is the Data Controller of the information you provide or information collected about you from a third party as part of the recruitment process for the position for which you have applied. MFCF will process information about you to perform checks on your employment, to verify the information you have provided and to conduct necessary background investigations for the purpose of pre-employment checks and contract formalities.  We take data protection seriously and only process data in accordance with the General Data Protection Regulation (“GDPR”) and our Privacy Notice (Recruitment), a copy of which is available at www.mfc.co.uk or from the Head of HR or Data Protection Officer at MFC.  Signed: Date: |

**Please return applications to:** [**recruitment@mfcfoundation.co.uk**](mailto:recruitment@mfcfoundation.co.uk) **or**

**Middlesbrough Football Club Foundation, Willie Maddren Centre, Riverside Stadium, Middlesbrough, TS3 6RS**

****MIDDLESBROUGH FOOTBALL CLUB IS AN EQUAL OPPORTUNITIES EMPLOYER AND FULLY COMMITTED TO THE SAFEGUARDING AND WELFARE OF VULNERABLE GROUPS