****

**For office use only**

APPLICATION REFERENCE NO:

 **APPLICATION FORM (RA)**

**Private and Confidential**

Please complete ALL SECTIONS 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** |  |
| **WHERE DID YOU HEAR OF THIS VACANCY?** |

**For office use only**

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 that this post falls within the scope of ‘regulated activity’ and is exempt from the Rehabilitation of Offenders Act (1974). Successful applicants will be required to undertake a basic or enhanced Disclosure & Barring Service (DBS) check and are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders (Exemptions) Act 1975. If NONE please state.  | Please provide basic details here of any ‘spent’ and/or ‘unspent’ criminal convictions None [ ]  |
| **ELIGIBILITY TO WORK**Do you have a current right to work in the UK? | Yes [ ] No [ ]  **IF NO, see below** |
| **IF NO, please provide further details:** |
| **DRIVING LICENCE** Do you have a current driving licence?If “yes” do you currently have endorsements?If ‘yes’, please give the reasons for the endorsementsPart 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 [ ] Further details of endorsements: |

**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.MFC Foundation (“MFCF”) 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 UK GDPR and the Data Protection Act 2018 (EU GDPR if applicable) 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** **or**

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

****MFC FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER AND FULLY COMMITTED TO THE SAFEGUARDING AND WELFARE OF VULNERABLE GROUPS