

# APPLICATION FOR EMPLOYMENT



You can type directly onto this form or print out and complete using black ink.

Please complete ALL sections of this form.

If any of the space provided is inadequate, please continue on a separate document and attach to this form.

Once completed please save the document and send as an attachment on email to:  
s.bragg@bridportleisure.com

Or return to:

Sally Bragg,  
Bridport Leisure Centre, Brewery Fields, Bridport, Dorset, DT6 5LN

Applications received after the closing date will not normally be considered.

## DETAILS

<b>Post Applied For:</b>			
<b>Title:</b>			
<b>Full Name:</b>			
<b>Address:</b>			
<b>Postcode:</b>			
<b>Home Telephone No:</b>		<b>Mobile No:</b>	
<b>Preferred Contact No:</b>			
<b>Email Address:</b>			
<b>Do you hold a current driving licence?:</b>	<b>Yes</b>	<b>/</b>	<b>No</b>
<b>Do you require a work permit to work in the country?</b>	<b>Yes</b>	<b>/</b>	<b>No</b>

## PRESENT EMPLOYER

<b>Present Position:</b> <i>(Please State if currently unemployed)</i>					
<b>Present Employers Details:</b> <i>Name &amp; Address</i>					
<b>Notice Required:</b>		<b>Date Started:</b>		<b>Current Salary:</b>	
<b>Details of current duties and responsibilities:</b>					

## PREVIOUS EMPLOYMENT

Please provide details of most recent employer first

<b>Employers Name &amp; Address</b>	<b>Job Title</b>	<b>Dates To/ From</b>	<b>Brief Job Details</b>	<b>Reason for Leaving</b>

## EDUCATION DETAILS

Name of School /College/ University	Subject with results/grades (Please state highest qualification first)

Professional, technical or other qualifications	Subject with results/grades

Membership of Any Professional/ Technical Associations – Please state level of membership

## TRAINING & DEVELOPMENT

Please give details of any training and development courses or non-qualification courses which support your application. Include any on the job training as well as formal courses

Title of course/training programme	Dates

## **PERSONAL STATEMENT**

Please give your reasons for making this application. You need to read the job description carefully, then explain how you feel your skills, abilities and experience fit this post. These may have been gained through paid employment, voluntary or community work, spare time activities, training and anything else you think may be relevant to the post. Please continue on a separate sheet if necessary.

## RECRUITMENT MONITORING FORM

This sheet will be separated from your application and will be retained by HR for monitoring purposes.

### EQUAL OPPORTUNITIES

As an equal opportunities employer Bridport & West Dorset Sports Trust positively welcomes applications from all sections of the community regardless of gender, age, marital status, colour, race, nationality or other ethnic or national origin, disability, religion, sexual relationship or non-membership of a trade union or political beliefs. To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please complete this part of the form. This information does not form part of the selection process.

What is your Ethnic Group?	
Choose one section then tick the appropriate box to indicate your cultural background	
White	Asian or Asian British
White UK <input type="checkbox"/>	Indian <input type="checkbox"/>
Irish <input type="checkbox"/>	Pakistani <input type="checkbox"/>
White Non-UK <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
Other White Background <input type="checkbox"/>	Other Asian Background <input type="checkbox"/>
Mixed	Chinese or Other Ethnic Group
White & Black Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>
White & Black African <input type="checkbox"/>	Vietnamese <input type="checkbox"/>
White & Asian <input type="checkbox"/>	Any Other Ethnic background <input type="checkbox"/>
Other Mixed Background <input type="checkbox"/>	Indian <input type="checkbox"/>
Black Or Black British	<div style="border: 1px solid black; padding: 5px;">                     I do not wish to provide information on my ethnic group <input type="checkbox"/> </div>
Black Caribbean <input type="checkbox"/>	
Black African <input type="checkbox"/>	
Other Black Background <input type="checkbox"/>	

### DISABILITY

Do you consider yourself to be disabled?	Yes / No
If answered 'Yes' please advise if there are any reasonable adjustments that could be made if you were to attend an interview	

### GENDER

What Gender are you?	Male <input type="checkbox"/>	Female <input type="checkbox"/>
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### AGE

What age group are you?									
Under 16	16 - 25	26 - 35	36 - 45	46 - 55	56 - 65	66 - 70	Over 70		

## MEDIA

Please state where you saw this post advertised:

## ADDITIONAL INFORMATION

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974?

Yes / No

If yes, please give details of offence(s) and sentence with dates:

Are you related to any member of Bridport & West Dorset Sports Trust Ltd?

Yes / No

If yes, please give details:

If you are applying for an Apprenticeship/ Operational post, please provide your date of birth:

## REFERENCES

Please give the names of two referees who have knowledge of your work/character. One must be your current or last employers if unemployed.

Name:		Name:	
Position:		Position:	
Address:		Address:	
Telephone No:		Telephone No:	
Can we contact prior to interview?	Yes / No	Can we contact prior to interview?	Yes / No

## DECLARATION

For the purposes of the Data Protection Act 1998 I give consent to this form and related information being processed and retained on file and to Bridport & West Dorset Sports Trust verifying the information I have provided with relevant third parties in administering its recruitment process.

Offers of employment are subject to satisfactory references and a Criminal Records Bureau Check

I agree that the information I have given on this form is correct to the best of my knowledge. I also agree that if, on employment, any of the information is found to be false I will be subject to instant dismissal.

Signed:

Date: