## Passmaster Education

**Application Form**

**Post applied for – School sports PE coach**

**Location: Shrewsbury and the surrounding area**

**Personal details**

|  |  |
| --- | --- |
| Full name including title: | |
| Other Names(s) by which you have been known: | |
| Address:  Postcode: | Daytime contact number:  Home telephone number:  Mobile number:  Email: |
| NI number: | |
| Driving License: Yes /No | |
| Notice period, or date when you would be available to start work: | |

**Employment history**

Please list your full paid or unpaid employment/volunteering history, starting with your present or last employer/ volunteer placement

|  |  |  |  |
| --- | --- | --- | --- |
| **Start / end date** | **Employer name and address** | **Job title, role, duties** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

*Continue on a separate sheet if necessary.*

**Education, training, and development**

Please list your academic, professional, and other relevant qualifications, starting with your most recent

Any specific qualification required for the post will require documentary evidence to be provided prior to employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Start / end date** | **University, college, school or training establishment** | **Qualification or course details** | **Grade** |
|  |  |  |  |

**Supporting statement**

Use this opportunity to tell us how you meet the requirements of the person specification for the post you are applying for. Use examples from work, paid or voluntary, and any relevant life experiences. Explain why you are applying for this post.

|  |
| --- |
|  |

**References**

Please fill in the details below for two referees. One should be your current or last employer or, if newly qualified, your place of education. If you were known by a different name at the time, please state this.

**No reference will be requested without your consent.**

|  |  |
| --- | --- |
| **First reference: Present / most recent employer** | **Second reference (un-related)** |
| Name:  Job role:  Organisation:  Address:  Email:  Telephone:  Relationship to applicant: | Name:  Job role:  Organisation:  Address:  Email:  Telephone:  Relationship to applicant: |

### Can we approach your referees before the interview? Yes / No

**Declaration**

I confirm that the information I have provided on this form is correct to the best of my knowledge. I accept that providing deliberately false information could result in my dismissal.

**Signed:** …………..……………………………………………………………………………… **Date:** …………...…………

Name in CAPITALS……………………………………………………………………………….

Please return this form to Tina Dean. Business Manager [TinaDean@Passmaster236.onmicrosoft.com](mailto:TinaDean@Passmaster236.onmicrosoft.com)

Interviews will take place within two weeks of receiving your application form.

DBS

Candidates will be asked to complete a **criminal record self-declaration** stating any **cautions** and **convictions** appropriate for the role applied for. This is in accordance with ROA 1974 for roles eligible for basic DBS checks or ROA 1974 and ROA Exceptions Order for roles eligible for standard or enhanced DBS checks.

This position requires an enhanced DBS.

It’s a criminal offence for people barred from working in **regulated activity** to apply for roles that require them to work unsupervised with that particular group (i.e. **adults at risk**, children or both).

***Privacy notice:***

*The personal information we collect about you is used only to process your job application and meet the relevant employment and childcare legislation requirements. Our legal basis for processing your personal information is to fulfil our legal obligations as an employer and childcare provider.*

*Your information is kept secure during the selection process. We will use the contact details you give us to contact you in connection with your job application.*

* *If you are not invited for an interview, your data will be erased within 14 days of the application closing date (see job advert).*
* *If you are invited for an interview but not selected for the position, your personal data will be erased within 28 days of the interview date.*

*However, if you want us to keep your application form on file for the next 12 months if a suitable position becomes available, please tick this box. c*

* *If your job application is successful, this application form and other information relating to your appointment will be kept in your staff file for the duration of your employment.*