

# Application form for external applicants (Ref SG)

## Personal information (confidential)



Application for employment:

Position applied for:

### Personal details

Title:

Name:

Address:

Email:

Contact number:

### Eligibility to work in the UK

Do you have a current right to work in the UK?

Yes/No (delete as applicable)

If no, please provide details.

### Education

Please provide your relevant education history here:

Dates to - from

Schools/Colleges/University

Qualification gained

### Ethnic Group Declaration

Stoke City Football Club has signed up to The FA Leadership Diversity Code in recognition of our ongoing commitment to champion diversity across both ethnicity and gender within the Club and Football as a whole. The measures are aimed at tackling the under-representation of Operational and Leadership staff from Black, Asian and Minority Ethnic backgrounds. As such, we pledge to shortlist at least one male, and one female, Black, Asian or of Mixed-Heritage candidate (if applicants meeting the job specifications apply).

Do you consider your ethnicity to fall within one of the following definitions?

- Black
- Asian
- Other Minority Ethnic (i.e. from any other ethnic group that is not 'White British').

Yes/No (delete as applicable)

Gender (please specify):

Application form for external applicants  
Personal information (confidential)



**Employment history - Use a continuation sheet if necessary**

Name of employer	Job title and main duties		Reason for leaving
Dates employed from:		To	
Name of employer	Job title and main duties		Reason for leaving
Dates employed From:		To	
Name of employer	Job title and main duties		Reason for leaving
Dates employed from:		To	

**References - Use a continuation sheet if necessary**

Please provide details for at least two referees to cover the last full three years employment history to present. Employment history should include employment, unemployment and education. We will only seek references when an offer has been made.

References must cover at least the last 3 years of employment. Must be from different employers.

Additional references may be requested where appropriate, e.g. for roles working with vulnerable groups where you are not currently working with children but have done in the past.

Referees must not be a relative, friend, current employee of the Club, or from the Job Centre.

If you have no previous employment history, a reference from your last education provider or character references will be required.

A character reference must be from a person working in a professional capacity who has known you for more than 2 years, e.g. police, teacher etc.

Testimonials will not be accepted.

Application form for external applicants  
Personal information (confidential)



**Reference 1.**

Company/Education establishment name/character(Please specify):

Position held:

Address:

Dates employed from:

To

Name of referee:

Contact number:

Email address:

Reason for leaving:

**Reference 2.**

Company/Education establishment name/character(Please specify):

Position held:

Address:

Dates employed from:

To

Name of referee:

Contact number:

Email address:

Reason for leaving:

Application form for external applicants  
Personal information (confidential)



**Reference 3.**

Company/Education establishment name/character(Please specify):

Position held:

Address:

Dates employed from:

To

Name of referee:

Contact number:

Email address:

Reason for leaving:

**Personal development**

Please include any courses, membership of professional bodies & grade, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:

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Personal information (confidential)



Overseas addresses (use continuation sheet if necessary)

If you have lived overseas for more than 8 continuous weeks, since the age of 16 and in last 5 years, please list these addresses and dates below:

Address 1.

Address:				
	From		To	

Address 2.

Address:				
	From		To	

Address 3.

Address:				
	From		To	

Address 4.

Address:				
	From		To	



### Selection criteria

Please provide details on the qualities that you possess which mean you would be an ideal candidate for this role. Please include information on key experiences or achievements in your paid work history, but you may also include information on any activity outside of work you have been able to draw upon to the benefit of your career progression. Please use a continuation sheet if necessary

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Data protection statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications for recruitment purposes only. The Company processes all personal information in line with relevant data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

The Company processes your personal data in line with our recruitment privacy policy, to access our recruitment privacy policy or for more information on your rights as the data subject please access the following link, or review the Recruitment Privacy Policy on our website [www.stokecityfc.com](http://www.stokecityfc.com).

<https://www.stokecityfc.com/recruitment-privacy-policy>

Rehabilitation of offenders

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 which means that spent convictions must be disclosed and will be taken into account in deciding whether to make an appointment. Any information you provide is confidential and will be considered only in relation to this application. In addition you are required to submit to a Disclosure and Barring check. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential.

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS filtering collection.

Yes/No (delete as applicable)

If YES, please give details below, or contact a member of the Safeguarding Team on tel. 01782 592153 to discuss

Application form for external applicants  
Personal information (confidential)



Declaration

I confirm that the above information is complete and correct. I agree that if offered a post, references may be taken up with my present and previous employers, in addition to any other checks deemed as a requirement for the role (in accordance with the operation of the Equality Act 2010).

Print:

Signature\*

Date

\* If you are sending this form by email/online submission then you should note that, in the absence of this signature, the emailing/submission of this application constitutes your personal certification that the details are correct.

You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number.