

**Tetbury Gymnastics Club**

**Job Application Form**

**Personal information (Confidential)**

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| **Application for employment** |
| Position applied for: |
| **Personal details** |
| Title: |  |
| Name: |  |
| Date of Birth\*: |  |
| Address:Post Code: |
| Email: |  |
| Telephone: |  |
| Mobile: |  |
| National Insurance Number: |  |
| Do you have a current right to work in the UK? | Yes |  | No |  |
| If no, please provide details… |
| **Availability** |
|  | **8:00 am – 12:00 noon** | **12:30 – 2:00 pm** | **2:00 – 3:45pm** | **5:00 – 7:00 pm** | **7:00 – 8:45 pm** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |
| **Friday** |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |
| **Education** |
| Please provide your education history here: Schools/Colleges/University (Qualification gained) |
|  |
| **Gymnastic qualifications** |
| Please provide details of your gymnastic qualifications here:Please including any coaching, judging or other relevant qualifications |
|  |
| **Employment history** |
| Name of employer(s) | Job title and main duties | Date of departure and reason for leaving |
|  |  |  |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: |
|  |
| **References** |
| Please note here the names, organisation name (where applicable) and email (preferred) or postal addresses of two persons from whom we may obtain a reference. Where applicable, one should be your current/previous employer. |
| 1.  |
| 2. |
| **Personal development** |
| Do you hold a current British Gymnastics membership? If so at what level? |
|  |
| Please note here any membership you hold of professional bodies, including grade of membership or other relevant details: |
|  |
| Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable: |
|  |
| **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 with, for recruitment purposes only. The club will treat all personal information with the utmost confidentiality and in line with current 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 subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.For more information on how we use the information you have provided, please see our privacy notice for job applicants which isattached to this form. |
| **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 will be completely 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. Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required). If yes, please give details below. |
|  |
| **Declaration** |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the club being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010). |
| **Signed:** |  | Date: |
| Date: |
| **Parent/carer consent**: |
| If the applicant is under 18 then a parent/carer must sign this application to give consent for them to work. |
| Signed:Date:Parent carer’s name:Parent carer’s email address:Parent/carer’s phone number: |
| Please be aware that if the applicant is in Year 11 or under then a [child employment work permit](https://www.gloucestershire.gov.uk/education-and-learning/apply-for-a-child-employment-permit/#:~:text=What%20is%20the%20child%20employment,will%20issue%20a%20work%20permit.) will be required. TGC will apply for this if they are successful in the recruitment process. The link above is provided for parent/carer information only at this stage. |

\* Tetbury Gymnastics Club is an equal opportunities employer. We ask for your date of birth as sometimes we require those aged 18+ only to fulfil the British Gymnastics safeguarding requirements of having two adults present at a session.