

Tyne Rowing Club in association with Newburn Sports Services Ltd

Application form for post of Community Sports Coach (Rowing)

December 2009

Guidance notes

Thank you for considering working for us. We want to choose the best person for the job, no matter what their sex, race, disability, sexuality, religion, belief or age. We believe the best way of assessing your future performance is to look at your performance and behaviour in the past, which is why our recruitment process focuses mainly on what the job involves and how you have shown you can do these things.

We will only ask for qualifications, experience or skills if these are relevant to the job on offer and if you would need them to be successful in the role. We ask you to provide dates of employment and qualifications only so we can confirm your work history. We do not use this information for any other purpose.

We value experience you have gained at work and experience you have gained in other situations, and we encourage you to support your application with examples of how you think you have the skills, experience, qualifications and so on to do the job.

Part A of this form asks for personal information. We use this information to contact you and provide any extra support you may need if we ask you to come for an interview.

Part B of this form covers disclosure of criminal convictions. The post holder will be working with children, young people and possibly vulnerable adults. If we choose you for the job we will need to contact the Criminal Records Bureau to find out if you have a criminal record. A criminal record will not automatically stop you from getting the job but we will consider the nature of the offence when assessing how suitable you are for the job.

Part C of this form helps us to decide whether to interview you. This part of the form asks you to provide information about your past jobs, experience, qualifications and skills. When you fill in this part of the form, you should link your answers to the person specification, which gives details of what skills, experience and qualifications you need to be able to do the job. If you do not provide enough evidence of how you meet the conditions for the post, we may not be able to interview you. You can also provide a CV and cross refer to this.

If completing by hand, please fill in this application form in black ink. This is because we may need to photocopy it. Send your application form to the address below.

You can email the form to us to meet the deadline - at secretary@tynerowingclub.org - but as we need signatures, please send on a signed hard copy by post as well as soon as possible afterwards. A MS Word version is available for filling in electronically - you can find it and other application documents via the home page on the web site - www.tynerowingclub.org

Forms should be received by 5.00pm on Tuesday 22 December 2009.

**Colin Percy
Secretary
Tyne Rowing Club
22 Linden Road
Newcastle upon Tyne
NE3 4EY**



Part A

Personal details

Job you are applying for:

Community Sports Coach (Rowing)

Contact details

First names:

Last name:

Address and postcode:

Title: Mr Mrs Miss Ms Other (please say which):

National Insurance number:

Home phone number:

Work phone number:

May we call you at work? Yes No

E-mail:

Special needs

Would you need us to make any special arrangements if we invited you for an interview, for example providing a sign language interpreter? Yes No

If 'Yes', please say what:

References

Please provide two references, one of whom should be from your present or most recent employer or place of education. **Please warn these people now that you are applying and giving them as references, as we will take up them up immediately on receipt of your form.**

Name:

Address and postcode:

Phone number:

E-mail:

Job title:

Relationship to you:

Name:

Address and postcode:

Phone number:

E-mail:

Job title:

Relationship to you:

Your right to work in the UK

Are there any restrictions which might affect your right to take up employment in the UK?

Yes No

If 'Yes', please give details.

Sick leave

How many days' sick leave from work or education have you had in the last two years and what was the nature of the absence(s)?

Was any of this absence related to a disability? Yes No

If 'Yes', please give details.

We need our staff to have a good attendance record and we may discuss your previous record at interview.

Flexible working

We are committed to giving you the opportunity to change your work patterns when possible so you can balance your work commitments with other responsibilities.

Do you want to work full-time only? Yes No

Would you like us to consider you for other working patterns (for example, job share, part-time, working in term-time only and so on)? Yes No

If Yes, what would suit you?

Relationship to members of staff at Newburn Activity Centre or officers/committee members of Tyne Rowing Club

If you have any relationship with any of the above, please tell us their name and the relationship. You must not use your relationships to get a job with us.

Data protection and data matching

We will store the information you supply electronically but will use it only to help us in the application process and (for the successful candidate) to establish employment records. We will release Part C on a confidential basis to those on the interview panel.

Declaration

I declare that, as far as I know, the information I have given in all parts of this form is correct. I understand that if I deliberately give false or incomplete answers you will not consider my application or, if you have already given me the job, you may dismiss me without notice.

Signed:

Date:

Full Name (BLOCK CAPITALS):

Part B

Declaration of criminal convictions

Full name:	
Former names (if any):	
Job you are applying for:	Community Sports Coach (Rowing)

It is essential that you complete and sign this part of the form document. You will not be considered for the post if you do not do so.

For this post we need to ask applicants to declare any criminal convictions, cautions and bindover orders they may have and to advise them that they will be asked to apply for an Enhanced Certificate of Disclosure if successful.

In view of its nature the post for which you have applied falls into this category and you are asked overleaf to give details of any convictions you may have. Failure to disclose such information will disqualify you from consideration.

This post is exempt from the provisions of the Rehabilitation of Offenders Act, 1974. You must disclose all previous convictions, none of these may be considered "spent".

Whether or not you disclose a conviction(s), the information will be on the Certificate of Disclosure.

The disclosure of a conviction(s) will not necessarily disqualify you from consideration. A decision will be made on whether it is relevant to the post.

Any information given will be treated in the strictest confidence and used only in the consideration of your application.

If, after the full selection procedure, including an interview, an offer of appointment to you is being considered you will be asked to apply to the Criminal Records Bureau (CRB) for an Enhanced Certificate of Disclosure. If you are not made an offer of appointment, no Certificate of Disclosure will be required.

Any report received from the CRB will only be used for assessing your suitability for the post and after this assessment will be destroyed. If the CRB give details of a conviction or other matter which you have not disclosed this will be discussed with you before any decision is made.

Please ensure you have read the notes on the previous page before completing this part of the form.

Have you ever been convicted of a criminal offence or been the subject of a caution or bind-over order?

Yes No

If Yes, please state the nature of the offence(s) and the date(s) in the space given below.

Offence(s)	Date(s)

I certify that to the best of my knowledge the information I have given on this form is correct. I hereby undertake that I will provide an Enhanced Certificate of Disclosure if requested to do so following the selection process for the post of Community Sports Coach (Rowing) with Tyne Rowing Club in association with Newburn Sports Services Ltd.

Signed:

Date:

Full Name (BLOCK CAPITALS):

Part C

Education, training and qualifications

Please give details of any qualifications or work-related training you have achieved (start with the most recent and work back). Please continue on a separate sheet if you need more space. Please include qualifications gained at school.

Qualifications

Place you studied at	Qualification and grade gained	Date achieved

Continuing professional development and training courses you have been on

Give details of how you have kept your skills up to date; continue on a separate sheet if you need more space.

Membership of professional organisations

Please list any professional organisations you are a member of. If you are a teacher, tell us your DFES reference number, whether you have Qualified Teacher Status (you are qualified to teach in England and Wales) and whether you are registered with the General Teaching Council.

Professional organisation	Level of membership

Your current job

Please tell us about your current job (if you are not currently employed, go to the next question).

Employer's name and address	
Position held	
Date your employment started	
Main duties	
Main achievements	
Reason for leaving	
How much notice do you have to give?	
Please tell us your current salary and pay scale.	Salary: _____ Pay scale: _____

Your past jobs

Please tell us about your previous employment. Start with the most recent and work backwards. Please show and explain any gaps in your employment history; continue on another sheet if you need to.

Employer's name and address	Position held	Dates and reason for leaving

Skills, knowledge and experience

Using the person specification as a guide, please tell us how you feel you meet the conditions for the job. It is very important that you support your application with examples, which can come from experiences at work and in other situations. Continue on another sheet if necessary or cross refer to your CV if you wish to.