

Inspire Leisure Application Form

PERSONAL INFORMATION (CONFIDENTIAL)

Please refer to the enclosed letter when completing your application

Post applied for:

1. Personal Details

Title: Mr Mrs Miss Ms Other

Name: Forenames:

Address:

Post Code:

Contact Details (Please tick preferred contact detail)

Email:

Telephone: Home: (Optional)
Business: (Optional)
Mobile: (Optional)

2. General

Do you hold a current driving licence? Yes No Do you own a car? Yes No

Is it a Full / Provisional / LGV / PCV Licence?

Details of any current endorsements:

Do you require any adjustments to be made should you be invited for an interview?

If so, please state here:

Please indicate two people who can provide references - one of whom should preferably be your present / most recent employer:

Name:

Address:

Tel No:

Email:

Occupation:

I give / do not give permission to take up references prior to an offer of employment being made (delete clearly as appropriate)

Name:

Address:

Tel No:

Email:

Occupation:

I give / do not give permission to take up references prior to an offer of employment being made (delete clearly as appropriate)

We reserve the right to contact past employers

Please continue on a separate sheet if necessary, giving your name, page number and section heading

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Personal Information continued (Confidential)

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3. Employment History

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.

Employer (Name & Full Address)	Posts held / Main Duties & Responsibilities	Dates	Wages / Salary	Reason for Leaving

Period of Notice required to terminate present employment:

Please continue on a separate sheet if necessary, giving your name, page number and section heading

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4. Educational, Technical and Professional Qualifications

Please name any School, College, University or professional body in full

Attainment Level

Dates

5. Personal Development

Personal Development (Include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable)

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Competency Application Form

Relevant Skills, Knowledge and Experience

Please refer to the enclosed letter when completing your application

In this section you are asked to outline your knowledge, skills and experiences to meet the competencies required for this role (as outlined in the Person Specification). You should draw on your experiences from your current or previous roles or from other relevant activities (such as voluntary work).

Experience

Abilities

Circumstances

Please continue on a separate sheet if necessary, giving your name, page number and section heading

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Competency Application Form Continued

Relevant Skills, Knowledge and Experience

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Motivation

Personality

Other - Please provide additional information that you feel will support your application: (i.e. key achievements)

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Personal Information continued (Confidential)

I confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce one of the following documents from the list below:

- a UK Passport
- an EU Passport or National Identity Card
- a UK Residence Permit issued by the Home Office
- an Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment

or two from the following:

- An official document bearing a National Insurance Number along with:
 - a Birth Certificate **or**
 - a Letter from the Home Office **or**
 - an Immigration Status document
- A Work Permit along with
 - a Passport **or**
 - a letter from the Home Office

In either case, these must confirm the holder has permission to enter or remain in the UK and take the work permit employment in question.

Signed:

Date:

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

6. Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature:

Date:

Please tick if you are an internal candidate

Please return your completed application form to:

Human Resources Department
Inspire Felpham
Felpham Way
Bognor Regis
West Sussex PO22 8ED

Please continue on a separate sheet if necessary, giving your name, page number and section heading

Inspire Leisure Application Form

Rehabilitation of Offenders Act 1974

This Act ensures that no person who has previously been convicted of a criminal offence resulting in less than 2½ years imprisonment and, who has not committed a further offence for a specific period of time, is treated as if the offence, conviction or sentence had never occurred.

A rehabilitated person is someone who is regarded as being of good conduct during a specific period since the date of conviction. Once that period has expired they can be regarded as a person of good character and can, without fear of the consequences, deny that they had ever been convicted of an offence. Their conviction subsequently becomes 'spent' (as if it never occurred)*.

The rehabilitation period depends on the sentence imposed as follows:

Sentence	Rehabilitation Period
Imprisonment, corrective training or sentence of detention in a young offenders' institution for more than 6 months, but not more than 30 months.	10 years
Imprisonment or sentence of detention in a young offenders' institution for a term not exceeding 6 months.	7 years
A fine or other sentence not expressly covered by the Act.	5 years
Order of detention in a detention centre.	3 years
Conditional discharge or probation.	1 year
Absolute discharge.	6 months

N.B. Where one of the above sentences was imposed on someone under 17 years old at the date of conviction, the rehabilitation period is reduced by half.

*However, certain professions (e.g. law, teaching) are exempt from the Act. Likewise, specific groups of employees who in the normal course of their employment have access to vulnerable classes of people (e.g. under 18 years of age, people with mental or physical disabilities) are also exempt. This means that when applying for positions within these professions or jobs which involve access to vulnerable groups, the provision of the Rehabilitation Act DO NOT APPLY and a person may be required to disclose a criminal conviction which otherwise could be regarded as being 'spent'.

The section below must be completed and SIGNED by all applicants.

You are required to declare any criminal convictions (including bind overs and cautions) which are not 'spent' in accordance with the Rehabilitation of Offenders Act 1974. (Guidance Notes as above).

Do you have any criminal convictions which are not yet 'spent'?
Do not include minor motoring offences.

Yes

No

If yes, please give details below:

Date of Conviction	Offence	Sentence
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Name:

Post Applied for:

Signed:

Date:

Inspire Leisure has a legal responsibility to ensure that no person working with children or vulnerable people has been convicted of, or received a caution or bind over in relation to, an offence of a nature which makes it undesirable for that person to work with children or vulnerable people. Inspire Leisure therefore makes enquiries of the Police before employing people whose work will involve access to children or vulnerable people. For these reasons, if you are short listed for this appointment, you may be asked to complete a more detailed disclosure form concerning any convictions which, in other circumstances, may be regarded as 'spent'. If you are asked to complete such a form, you are not entitled to withhold information about previous convictions.

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EQUAL OPPORTUNITIES MONITORING

This section of the application will be detached from your application and will be used solely for monitoring purposes.

Inspire Leisure recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

White:

British Irish Any other white background*

Mixed:

White and Black Caribbean White and Black African White and Asian Any other mixed background*

Black or Black British:

Caribbean African Any other black or black British background*

Asian or Asian British:

Indian Pakistani Bangladeshi Any other Asian or Asian British background*

Chinese or Other Ethnic Group:

Chinese Other Ethnic Group*

* Please Specify

Gender: Male Female

Date of Birth

Do you consider yourself to have a disability? Yes No
If yes, please state nature of disability:

The Disability Discrimination Act 1995 defines disability as 'A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities'.

If you wish, you may disclose information about yourself in this section regarding your:

Religion

Sexual orientation

How did you become aware of this vacancy?

Media:

Date:

Data Protection

The information contained in this form will be used by Inspire Leisure for the purposes indicated and will be further used or transferred to other organisations or individuals, **only** as law permits.

Please continue on a separate sheet if necessary, giving your name, page number and section heading