|  |  |
| --- | --- |
| **Full Name** |  |
| **Any Former Names** |  |
| **Role Applying for** |  |
| **Closing Date** |  |
| **Where did you see the role advertised?** |  |

* Please complete each section below in the boxes provided.
* Please remember to refer to the **Job Description** and **Person Specification** for the role you are applying for.
* When completing the Professional Expertise/Experience section, please give clear and concise example using a **maxiumum of 2 pages of A4**
* Please use one application form per post applied for

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | |
| Address |  | Home No. | |  | | |
| Mobile | |  | | |
| Postcode |  | Email | |  | | |
| How do you prefer to be contacted? | |  | | | | |
| Eligibility to work in the UK. Do you require a work permit?  Please put an (x) in the box that is appropriate to you. | |  | Yes | |  | **No** |
| If required, do you hold a valid work permit?  Please put an (x) in the box that is appropriate to you | |  | Yes | |  | **No** |
| Type | |  | | | | |
| Expiry Date | |  | | | | |

**References**

Please provide full contact details of two work related referees, one of whom must be your current employer or, if not currently employed, your most recent employer. References must cover your **last two roles**. Please continue a separate sheet if you have held more than two roles during this period. References will only be taken up for successful candidates and will not be contacted until an offer of employment has been made. All offers of employment are conditional and subject to satisfactory references and pre-employment checks.

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| **Current / Most recent employer** | | | | | | |
| Title and Name |  | | Title and Name | |  | |
| Position |  | | Position | |  | |
| Address |  | | Address | |  | |
| Postcode |  | | Postcode | |  | |
| Working Relationship |  | | Working Relationship | |  | |
| Daytime Telephone |  | | Daytime Telephone | |  | |
| Email |  | | Email | |  | |
| Fax |  | | Fax | |  | |
| May we contact this referee once an offer of employment is made?  Please put an (x) in the box that is appropriate to you | |  | | **Yes** |  | **No** |

**References (Continued sheet, if needed)**

Only fill out this continued sheet if you have held more than two roles during this period.

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| **Current / Most recent employer** | | | | | | |
| Title and Name |  | | Title and Name | |  | |
| Position |  | | Position | |  | |
| Address |  | | Address | |  | |
| Postcode |  | | Postcode | |  | |
| Working Relationship |  | | Working Relationship | |  | |
| Daytime Telephone |  | | Daytime Telephone | |  | |
| Email |  | | Email | |  | |
| Fax |  | | Fax | |  | |
| May we contact this referee once an offer of employment is made?  Please put an (x) in the box that is appropriate to you | |  | | **Yes** |  | **No** |

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| --- | --- | --- | --- |
| **Education and Qualifications** | | | |
| Schools | From | To | Examination Taken - Results - Grades |
|  |  |  |  |
| Schools | From | To | Examination Taken - Results - Grades |
|  |  |  |  |
| Schools | From | To | Examination Taken - Results - Grades |
|  |  |  |  |

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| **Technical, Professional, Occupational or Commercial Training** | | | |
| College/Institute | From | To | Type of training – Qualification(s) |
|  |  |  |  |
| College/Institute | From | To | Type of training – Qualification(s) |
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| College/Institute | From | To | Type of training – Qualification(s) |
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| Other Continuous Professional Development relevant to application | |  | | |
| Membership Number |  | | Expiry Date |  |

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| Do you know anyone who works within Stadium MK Group Ltd?  Please put an (x) in the box that is appropriate to you |  | **Yes** |  | **No** |
| If yes, please provide their name and position and the nature of your relationship to them. |  | | | |

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| Have you previously worked for us?  Please put an (x) in the box that is appropriate to you |  | **Yes** |  | **No** |
| If yes, what were your dates of employment? |  | | | |

| **Employment History (starting with your current or most recent employer)**  An explanation should be given for gaps in employment | | | | |
| --- | --- | --- | --- | --- |
| Present or last employer name | |  | | |
| Present or last employer Address | |  | | |
| Dates employed | |  | | |
| Position(s) held | |  | | |
| Brief description of duties | |  | | |
| Reasons for leaving |  | | Current Salary £ |  |
| Period of Notice |  | | | |

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| --- | --- | --- | --- | --- |
| Present or last employer name | |  | | |
| Present or last employer Address | |  | | |
| Dates employed | |  | | |
| Position(s) held | |  | | |
| Brief description of duties | |  | | |
| Reasons for leaving |  | | Current Salary £ |  |
| Period of Notice |  | | | |

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| --- | --- | --- | --- | --- |
| Present or last employer name | |  | | |
| Present or last employer Address | |  | | |
| Dates employed | |  | | |
| Position(s) held | |  | | |
| Brief description of duties | |  | | |
| Reasons for leaving |  | | Current Salary £ |  |
| Period of Notice |  | | | |

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| Present or last employer name | |  | | |
| Present or last employer Address | |  | | |
| Dates employed | |  | | |
| Position(s) held | |  | | |
| Brief description of duties | |  | | |
| Reasons for leaving |  | | Current Salary £ |  |
| Period of Notice |  | | | |

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| **Professional Expertise/Skills and Experience** |
| Please describe how your skills and experience meet the key accountabilities of the role as detailed in the Job Description and Person Specification below… |
|  |

**Disclosure of Criminal Convictions**

To apply for any position within our organisation you are required to disclose any UNSPENT criminal convictions under the Rehabilitation of Offenders Act 1974.

Any information given will be treated as confidential and only considered in line with the position applied for.

|  |
| --- |
| **I do NOT have any unspent convictions** |
| If you **DO HAVE** unspent convictions, please give details below… |
|  |

**Rehabilitation of Offenders Act 1974**

Because of the nature of our work some of our posts involving work with children or adults at risk are exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Where posts require applicants to work with children and adults at risk (“designated roles”), this will be stated in the job advertisement.

**Safeguarding Statement**

Stadium MK Group ltd. is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered `spent` as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action.

Applications for “designated roles” are therefore obliged to provide details of criminal records, including spent convictions as the successful applicant will be subject to checks by the Disclosure and Barring Service, and employment referencing.

Employment will only commence once satisfactory DBS check and employment references are received.

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| --- |
| **If you are applying for a designated role, have you at any time received, or had pending, a conviction?** |
| If yes, please give details below… |
|  |

|  |  |
| --- | --- |
| I consent to an enhanced level check with Children’s and/or Adult’s barred list check.  Please put an (x) in the box that is appropriate to you |  |

Any information given will be confidential. We would like to stress that having a conviction will not necessary prevent you from gaining employment with us.

**Bame Declaration (for football posts only)**

EFL has introduced positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethic (BAME) backgrounds. New regulations require Clubs to shortlist at least one suitably qualified BAME candidate (where an application has been received) for all roles in football that require a UEFA A or UEFA B Licence.

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| **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’)  Please put an (x) in the box that is appropriate to you |  | Yes |  | No |

**Date Protection**

We undertake to respect the privacy of the individual and has implemented strict procedures to protect the individual’s rights under the General Data Protection Regulation 2018. By submitting this application, you consent to us holding, processing and disclosing your personal information (including sensitive personal data within the meaning of the Act) for the purposes of efficiently administering our business and in order to process your application. Personal data will only be disclosed to third parties, unless required by law, with the consent of the individual concerned. Please note that information supplied to us for the purposes of recruitment may be retained in a confidential file for a maximum period of six months and will be securely disposed of thereafter.

**Declaration**

I declare that, to the best of my knowledge and belief, the information provided is correct.

Please note, that should any information provided in the application form be found to be false, should there be any wilful omission or suppression of information directly relevant to the position, or failure to conform to any of the organisations policies, this may lead to the withdrawal of the offer of employment, or the subsequent termination of your employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

\* Please note, that should any information provided in the application form be found to be false, should there be any wilful omission or suppression of information directly relevant to the position, or failure to conform to any of the organisations policies, this may lead to the withdrawal of the offer of employment, or the subsequent termination of your employment.

***Please return electronically to the email: careers@stadiummk.com by 4PM on the specified closing date. To assist with the recruitment process, please title your email with the post reference, post title, team or region and your name.***