



LORD'S TAVERNERS
Giving young people a sporting chance



Job Application Form

PLEASE COMPLETE ALL SECTIONS OF THE FORM USING BLACK INK OR TYPE

Pages 1, 2 of this application (which contain all your personal details and the equal opportunities information) will be detached and retained in the personnel section. This ensures that your application will be dealt with objectively.

All sections of the form must be completed. CVs will **NOT** be accepted in place of the application form.

PART ONE

Title of Job applied for: _____

PERSONAL DETAILS

Surname	
First Name	
Address	
Post Code	
Home Telephone	
Mobile Telephone	
Date of Birth	
Marital Status	

PART TWO – JOB RELATED DETAILS

Secondary education (name & town of school)	Dates From/to	Qualifications gained	Grades	Date

Higher education	Dates From/to	Qualifications gained	Grades	Date

Job related training: Please give brief details of any training courses attended, excluding further educations courses entered above.

Current membership of professional bodies or institutions

**EMPLOYMENT HISTORY
CURRENT EMPLOYMENT**

Job Title	Dates	Employer	Salary	Summary of Duties	Notice required

PREVIOUS EMPLOYMENT

Job Title	Dates	Employer	Salary	Summary of Duties	Notice required

Please continue on a separate sheet if necessary.

OTHER INFORMATION

Are you able to travel independently throughout Durham Cricket Board Area?

Yes No

Additional skills e.g. languages, sign languages, keyboard skills.

If the job for which you are applying requires you to drive or carries an Essential Car User's allowance please answer the following questions:

Do you have a valid driving licence? Yes No

If yes please state type of licence _____

Does your licence have any Endorsements or penalty points _____

If Yes, please give details _____

Do you currently have access to a car _____

SUPPORTING INFORMATION

Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

If you require more space please attach a separate sheet

ACTIVITIES AND INTEREST AWAY FROM WORK

REFERENCES

Please provide two referees. One of these must be your present employer; for students, your personal tutor or head teacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job.

Name: _____ Name: _____

Occupation: _____ Occupation: _____

Address: _____ Address: _____

Postcode _____

Postcode _____

Tel: _____

Tel: _____

In what capacity does this referee
know you?

In what capacity does this referee
know you?

EQUAL OPPORTUNITIES

We are committed to equality of opportunity for everyone. To assess whether our Equal Opportunities policy is effective we need to monitor the policy. To do this we need to know your sex, marital status, age, ethnic origin and whether you consider you have a disability. We can then compare the success rates of different groups at both the short listing and appointment stages to ensure that unfair discrimination is not taking place. The information below will be used only for monitoring purposes and not in the selection process.

Please tick correct boxes:

Gender Male Female

Marital Status Married Not Married

Ethnic Origin: How would you describe your ethnic origin?

White Chinese Bangladeshi Black Caribbean
Irish Indian Pakistani Black African
Black Other* Other*

*If you have ticked either of these boxes, how would you describe your origin in more detail?

Disability

People with disabilities are individuals who have, or have had a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.

Do you consider yourself to have a disability? Yes No

Where did you first see the advertisement for this job?

I certify that the details on **Part One** this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal

Signed :

Date:

EMPLOYING PEOPLE WITH A CRIMINAL RECORD: FOR INFORMATION

The Durham Cricket Board aims, as part of its approach to Valuing Diversity, to promote equality of opportunity for all and has an open-minded recruitment policy in relation to employing people with past convictions. At the same time vulnerable client groups must be protected and a safe working environment provided for all employees.

It is recognised that people who have been convicted should be treated fairly and given every opportunity to set out their suitability for a job. People with a criminal record may be unsure about sharing information when seeking employment. They know from experience that this may jeopardise their chances. The Durham Cricket Board, therefore, wishes to encourage disclosure and will only use such information to assess an applicant's suitability for a job.

What is the Rehabilitation of Offenders Act?

The purpose of this law is to help people who have been convicted of criminal offences (in the UK and abroad) and who have not re-offended. If a person has been:

- convicted of a criminal offence with a sentence of not more than 2 ½ years imprisonment;
- and has since lived trouble free for a specified period of time (related to the seriousness of the offence);
- they are to be treated as if the offence, conviction or sentence had never occurred.

This is known as a spent conviction. However, there are exceptions to this and various kinds of jobs are excluded.

What information will I be asked to give when I apply for a job?

The Durham Cricket Board meets the requirements of exempted questions under the provisions of the Rehabilitation of Offenders Act and our application form asks applicants, for specified jobs, to declare if they have any criminal convictions, including spent convictions.

Are any criminal record checks made?

The Criminal Records Bureau (CRB) is an executive Agency of the Home Office and has been set up to help employers and voluntary organisations to make safer recruitment decisions and appointments. Anyone offered employment would be subject to a criminal record check by the Bureau before the

appointment is confirmed. You will be asked to complete one of the following forms, depending upon the job you apply for:

- *Standard* disclosures provide details of all convictions held on the Police National Computer, including current and spent convictions as well as details of any cautions, reprimands or final warnings. If a job involves working with children, the disclosure will indicate whether information is held on government department lists.
- *Enhanced* disclosures involve an additional level of check to those above and also include a check on local police records.

Failure to declare information or the provision of false information could lead to the withdrawal of the offer of employment or dismissal.

How will any criminal record information be used?

It is recognised that information provided on any disclosure is confidential. The Durham Cricket Board complies fully with the CRB code of practice and any information received will be handled carefully and in accordance with the provisions of the Data Protection Act.

A criminal record will not necessarily stop an applicant obtaining a job (subject to particular circumstances or convictions, which make it unlawful to make an appointment). Any spent convictions will not be taken into account unless the job is exempt under the law and recruitment procedures will be based on an objective assessment of a person's ability. These procedures will:

- Focus on skills, experience and qualifications;
- Consider any criminal record information (for example, its relevance to the job and its seriousness, when the offence or other matter took place, any pattern of offending behaviour, the applicants explanation and circumstances etc);
- Identify any risks to clients, employees and the work itself.

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST; THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS SPENT OR UNSPENT BELOW.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is an Enhanced Disclosure.

PREVIOUS CONVICTIONS

Please list below any previous convictions spent or unspent:

I certify that the details on **Part Two** of this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal. I acknowledge that the posts I am applying for will be subject to an enhanced Criminal Records Bureau check.

Signed :

Date:

Please return to:
Graeme Weeks
Durham Cricket Board
Emirates Riverside
Chester le Street
County Durham
DH3 3QR