



# **APPLICATION FOR EMPLOYMENT (CONFIDENTIAL)**

Please complete this application form in black ink and return it to the Human Resources Department, The Dome, Bawtry Road, Doncaster, South Yorkshire, DN4 7PD.

Position applied for: .....

## **PERSONAL DETAILS**

Surname: \_\_\_\_\_ First name(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Mobile: \_\_\_\_\_

Telephone (Work): \_\_\_\_\_ May we contact you at work? \_\_\_\_\_

## **EDUCATION AND TRAINING**

| Date(s) | School/College: | Subject/Qualification: | Grade: |
|---------|-----------------|------------------------|--------|
|         |                 |                        |        |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

## EMPLOYMENT HISTORY (Most recent first)

| Date(s) | Name of Employer | Job Title and brief details | Reason for leaving |
|---------|------------------|-----------------------------|--------------------|
|         |                  |                             |                    |

Length of notice required..... Current salary £.....

Have you previously worked at The Dome? .....

If yes, when? .....

## REFERENCES

Could you please provide the name, position and address of two referees, one must be your present employer or, if you are unemployed, your most recent employer.

|  |  |
|--|--|
|  |  |
|--|--|

May we contact this referee before the interview? YES  NO

May we contact this referee before the interview? YES  NO

## RELEVANT EXPERIENCE

Please provide details of any relevant experience, skills, knowledge and attributes that make you suitable for this post. This may include any voluntary work or leisure interests that may support your application.

Please attach additional sheets if necessary.

## HEALTH

Number of days off sick in last 12 months: .....

## ADDITIONAL INFORMATION

Do you consider yourself to be a disabled person?

YES  NO



As a Disability Symbol user, Doncaster Dome Leisure Trust guarantee to interview all disabled candidates who meet the minimum criteria for the position.

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders act 1974?

YES  NO

Details of conviction.....

If you do not wish to disclose this in writing, please contact the Human Resources Department on (01302) 379165 or 379150.

In the event of a successful application an Enhanced Disclosure will be requested.

Disclosure is a service provided by the Criminal Records Bureau. The Enhanced Disclosure checks criminal records, and provides details of both spent and unspent convictions, along with non-conviction information from local police records, if considered relevant to the position being applied for.

As Doncaster Dome Leisure Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check by the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Have you ever been disqualified from working with children?

YES  NO

### Where did you hear about this vacancy?

- Local Press (please state name).....
- Specialist Publication (please state name).....
- Job Centre.....
- Internet (please state web site).....
- At The Dome.....
- Other (please specify).....

## DECLARATION

Signed.....

Date.....



## EQUAL OPPORTUNITIES

Doncaster Dome Leisure Trust is an equal opportunity employer and as such is committed to achieving fairness and equality in employment. The information you provide will enable us to monitor the effectiveness of our policy. All information provided will be treated in the strictest confidence and will not affect your application.

**Are you:** Male  Female

**Are you:** Single  Married  Other

(Please specify).....

What is your nationality?.....

Would you describe your ethnic origin as:

White  Black African

Indian  Black Caribbean

Chinese  Black Other

Other (please specify)  .....

Do you consider yourself to be a disabled person?

YES

NO

Date of birth

Age group

16 - 24  45 - 54

25 - 34  55 and over

35 - 44

## DATA PROTECTION

The information you have provided is classified as sensitive data and as such will be handled in accordance with the Data Protection Act 1998. Please sign below to give your consent for the information provided to be used for statistical purposes.

Signed .....

Date .....

## LEISURE DEPARTMENT ONLY

**This form is to be completed by applicants for positions in the Leisure Department ONLY.**

Do you hold a current Pool Lifeguard Qualification?

YES

NO

When does it expire? .....

Awarding Body: .....

Where did you achieve this qualification? .....

It is a condition of employment in the Leisure Department that all employees undertake the site specific module.

## DISCLOSURE

In the event of a successful application an Enhanced Disclosure will be requested.

Disclosure is a service provided by the Criminal Records Bureau. The Enhanced Disclosure checks criminal records, and provides details of both spent and unspent convictions, along with non-conviction information from local police records, if considered relevant to the position being applied for.

As Doncaster Dome Leisure Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in the Leisure Department, (including Leisure Operatives/Assistants, Fitness Village Instructors, Dome Camp Assistants), will be subject to a criminal record check by the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

## DECLARATION

I declare that the information on this application is, to the best of my knowledge, correct. I understand that giving false information may lead to disciplinary action, including dismissal.

Signed .....

Date .....