**Thank you for considering Leicester City Football Club as your next employer, we look forward to reviewing your application form in due course. Once completed please return your application form via email to** **recruitment@lcfc.co.uk** **before the closing date stated on the advert. If you require an alternative method of applying for a position with the Club, please contact us so we can advise.**

|  |  |
| --- | --- |
| **POST APPLIED FOR:** | … |
|  |
| **PERSONAL DETAILS** |
| Forename(s): | … |
| Surname: | … |
| Address: | … |
| Post Code: | … |
| Preferred Contact Number: | … |
| Email Address: | … |
| National Insurance Number: | … |
| Are you eligible to work in the UK? | YES / NO |
| Please supply visa details if required: | … |
|  |
| **EDUCATION & TRAINING**  |
| Please detail the names of Secondary Schools, Colleges and other training attended below | Dates of Study | Course Title | Qualification Grade / Level |
| … | … | … | … |
| **CURRENT OR MOST RECENT EMPLOYMENT –** please detail your current or most recent employment experience below. |
| Employer Name & Address | Employment Dates & Length of Notice Period Required  | Job Title | Description of Duties | Reason for Leaving |
| … | … | … | … | … |
| Please state your current annual salary (*hourly rate if applicable*): | **£**… |
| **PREVIOUS EMPLOYMENT EXPERIENCE** - Please detail your previous employment experience, starting with the most recent |
| Employer Name & Address  | Employment Dates | Job Title | Description of Duties  |
| … | … | … | … |
|  |
| **PREVIOUS EXPERIENCE & SPECIALIST SKILLS –** In the space below, please give details of any previous experience or specialist skills that you feel are relevant to the position you are applying for. |
| … |
|  |
| **DECLARATION -** This post is not ‘exempt’ from the Rehabilitation of Offenders Act. We only ask applicants to disclose convictions which are not yet ‘spent’ under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are ‘[spent](http://www.nacro.org.uk/data/files/rehabilitation-of-offenders-act-1974-guide-v3-1036.pdf)’, please contact Nacro for further advice. |
| Do you have any ‘unspent’ convictions? | YES / NO |
|  |
| **REFERENCES** - Please give names and contact details of TWO referees who must be from your last two employers. References not be taken up until an offer is made. You are unable to use relatives as referees. |
| **Referee 1** | **Referee 2** |
| Name: | … | Name: | … |
| Company: | … | Company: | … |
| Job Title: | … | Job Title: | … |
| Address: | … | Address: | … |
| Post Code: | … | Post Code: | … |
| Telephone: | … | Telephone: | … |
| Professional Email Address: | … | Professional Email Address: | … |
|  |
| **EQUALITY & INCLUSION** |
| The Club welcomes applications from disabled people. Please indicate on the application form below if you consider yourself to be disabled and if there is anything that we need to do or take into consideration to ensure that the shortlisting process is fair in relation to people with disabilities.If your application is shortlisted your invite for interview email will ask if you need any adjustments for the interview itself. There will also be an opportunity at the interview to discuss any adjustments to the workplace or working arrangements that may be required to enable you to carry out your duties if you are recruited |
| **Do you consider yourself to have a disability or impairment?**  | YES / NO |
| **Please use the space to the right to advise us of any disabilities you wish to disclose**  | … |
|  |
| **CANDIDATE DECLARATION** |
| I confirm that the information given in this application is complete and correct. I understand that any false, misleading or undisclosed information could lead to my employment being terminated should my application be successful. I agree to Leicester City Football Club processing the information set out in this application, for the purposes of this recruitment process.  |
| Candidate Signature: | … |
| Date Signed: | … |
|  |
| Once you have submitted your application the Club would be very grateful if you could please complete our short survey to support our commitment to equality and diversity monitoring; <https://www.surveymonkey.co.uk/r/recruitmentatlcfc>  |