

# Job Application Form

## Academy Coach – part time



### EMPLOYMENT APPLICATION FORM

Please complete **all sections** of this application form and return to the Academy Manager [tony.daws@scunthorpe-united.co.uk](mailto:tony.daws@scunthorpe-united.co.uk) prior to or at the latest on the closing date. Any incomplete applications received will be returned to the individual for completion. You will be notified within 14 days of the application closing date if you have been short-listed for interview. If you do not hear from us within 14 days unfortunately you will not have been short-listed for interview.

Position Applied For:					
Indicate Full Time				Indicate Part time	
Indicate age group that you are applying to coach		1 <sup>st</sup> choice:	U/	2 <sup>nd</sup> choice:	U/

Section 1 Personal Details					
Title:		Last Name:			
First Names:					
Address:					
Post Code:					
Home Telephone Number:					
Mobile Telephone Number:					
Email Address:					
Are you eligible to work in the UK? Please provide photo copy of passport and driving license and recent utility bill with your application.			Yes	No	Delete as appropriate

Section 2 Mandatory Qualifications	
<p><b><u>As a Technical Coach, you are required to hold the UEFA B coaching license as the mandatory minimum qualification to coach in a Professional Football Club Academy, as per Elite Player Performance Plan (EPPP) and EFL rules.</u></b> Additional qualifications are located in the Job Description Please note - Applicants who do not currently possess the UEFA B coaching qualification cannot be considered for the role. Under the rules, you cannot be working towards the qualification.</p>	
Football Coaching Qualifications	Date Awarded
Academy Manager award	
UEFA Pro License	
UEFA A License	

UEFA A License prep course	
UEFA B License (mandatory requirement)	
FA Advanced Youth Award	
FA Youth Award (Assessed)	
FA Youth Award module 3	
FA Youth Award module 2	
FA Youth Award module 1	
FA Developing Defenders – position specific award	
FA Developing Midfielders – position specific award	
FA Developing Strikers – position specific award	
UEFA A Gk License	
UEFA B Gk License	
FA Tutor (indicate level)	
Medical and other associated qualifications	
Psychology for football 1-5 (state level)	
Basic First Aid For Sport (BFAS)	
Intermediate First Aid For Sport (IFAS)	
Advanced resuscitation and emergency aid (AREA)	
Member of Health Professionals council (HPC)	
Chartered Physiotherapist	
Sports Science degree	
FA Fitness trainers award	
FA Safeguarding Children Workshop	Insert certificate number and expiry date
Enhanced Disclosure and Barring certificate (DBS)	Insert certificate number and expiry date
Member of FA Licensed Club	Insert membership number and expiry date
<b>Any Other Relevant Qualifications &amp; Training</b>	
<b>Qualification</b>	<b>Date Awarded</b>

<b>Section 3 Academic Education (i.e. School/College/University)</b>			
<b>Dates attended</b>	<b>Name of Institution</b>	<b>Qualification(s)</b>	<b>Level/Grade Awarded</b>

Section 4 General Employment & Football Coaching Employment History (Most recent first)					
Name and Address of Employer	Date From: (MM/YY)	Date To: (MM/YY)	Job Title:	Main Responsibilities:	Reason for Leaving:

**Section 5** In the age group that you have applied to coach - what is your football playing philosophy

In no more than 250 words, please summarise your philosophy on player development;

In the age group that you have applied to coach - What percentage would you equate to player development being most important and the reasons why?

In the age group that you have applied to coach - What percentage would you equate to winning being most important and the reasons why?

Section 5 A	
What age groups have you coached at previously in a professional football club's academy and please state the club and year/s that you worked there	
State which age group you would prefer to coach and the reasons why	

Section 6 References			
Please give the names and addresses of your two most recent employers (if applicable) or your most recent employer and a personal referee. If you are unable to do this, please clearly outline who your referees are. Please note that references will only be sought should we be giving serious consideration to employing you.			
Reference 1		Reference 2	
Name:		Name:	
Position:		Position:	
Organisation:		Organisation:	
Relationship:		Relationship:	
Address:		Address:	
Post Code:		Post Code:	
Telephone Number:		Telephone Number:	
Email:		Email:	

Section 7 BAME Declaration			
The EFL has introduced positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethnic (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 Academy football that require a UEFA A or UEFA B Licence:			
Do you consider your ethnicity to fall within one of the following definitions? <ul style="list-style-type: none"> <li>• <b>Black</b></li> <li>• <b>Asian</b></li> <li>• <b>Other Minority Ethnic</b> (i.e. from any other ethnic group that is not 'White British').</li> </ul>	Yes	No	Delete as appropriate

Scunthorpe United Football Club is an equal opportunities employer and all applicants for employment will be regarded equally and will be given equal opportunities irrespective of ethnicity, religious belief, gender, sexual orientation, marriage or civil partnership, age, disability or ability, gender reassignment or pregnancy or maternity.

### Section 8 Declaration

I confirm that the information provided in this application form is truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false or misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

Signed:

Date:

Scunthorpe United Football Club undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

### Section 9 Self Declaration - Rehabilitation of Offenders Act.

**Scunthorpe United Football Club** is committed to safeguarding and promoting the welfare of children and young people and expects all those staff and volunteers to share this commitment. This role involves the supervision of and work with children and young people. This role will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by The FA. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions. The definition of 'Spent Convictions' has recently changed and information on the list of offences that will never be filtered from a criminal records check can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

1. Have you ever been convicted of any type of criminal offence whatsoever or have you ever had a conviction or bind-over order? YES / NO
2. Is a prosecution pending related to children, or any offence involving violence of any nature or drug related or sexual offences? YES / NO
3. Are you a person known to any Social Services Department as being an actual or potential risk to children? YES / NO
4. Have you ever been disqualified or prohibited from fostering children or had your rights or powers in respect of any child vested in or assumed by a Local Authority or had a child ordered to be removed from your care? YES / NO

***If the answers to any of the above questions is YES, you must supply full details, in confidence, with this form.***

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## Section 10 Privacy Notice

Scunthorpe United Football Club take your privacy very seriously. This Privacy Notice sets out how we use and look after personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

You have provided personal information in this application form. Scunthorpe United FC will only use your personal data for the purpose it has been specifically provided, in the application process for the recruitment for an Academy vacancy. We will only share your data with staff that are part of the recruitment process, data shared with the EFL under Section 8 of this application form will be anonymised. If you are not successful your data will be deleted once the recruitment process is completed, subject to you providing your consent for us to keep your details on record for a further 12 months, please tick the box below if you would like us to do this.

I would like my application form and CV to be held on file for 12 months to be considered for any similar roles that the Academy may recruit for. Tick here

If you are successful in the application we will keep your data on record whilst you continue to be an employee of the Club and will delete this data seven years after the end of the financial year in which you cease to be an employee. We may need to retain some personal data for longer for legal or regulatory purposes.

As a data subject, you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioners Office about the processing of your personal data.

We may update this Privacy Notice from time to time, and will inform you to any changes in how we handle your personal data.

If you have any questions about this Privacy Notice then please contact [datacontroller@scunthorpe-united.co.uk](mailto:datacontroller@scunthorpe-united.co.uk).

Your express consent is required to hold some of the sensitive personal data included in this application form, please confirm your consent below.

I give my consent for Scunthorpe United Football Club to process my data in accordance with the above Privacy Notice.

Signed:		Date:	
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I have read and understand the notes regarding completion of this form. I hereby consent to the appropriate level of Disclosure and Barring check and consent to provide The FA DBS with information and documentation as required by them. I also consent to allow the employer to have sight of my DBS disclosure with the appropriate person at the club and to support ensure that they can make a suitability/employment decision regarding my work with children.

I understand that the results of employment decision regarding this information and the DBS Disclosure will be recorded in my personnel file in line with The Data Protection Act 1998.

I understand that I must notify the Academy immediately of any matter relating to a question above (including any change in the details) during the term of my employment/volunteering with the club. I understand if I have knowingly provide false or misleading information on this or any recruitment documentation that I may be subject to disciplinary procedures or dismissal.

For Office Use Only		
Date Application Received:		
Shortlisted for Interview and reason why or why not	Yes	No
Date of Interview		
Name of person/people conducting interview		
Any Comments:		