

Application Form

Finance Manager



Please complete all sections of this application form and return by email to leanne.mayo@scunthorpe-united.co.uk with a copy of your CV.

NB: Only completed applications will be shortlisted with any incomplete applications received returned to the individual for completion.

Title:		First Name:	
Last Name/s:			

Section 1 Personal details

Address:	

Postcode:	
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Home Telephone Number:	
Mobile Telephone Number:	

E-mail address:	
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Are you eligible to work in the UK?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Section 2 Rehabilitation of Offenders Act

Have you ever been convicted of a criminal offence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you any prosecutions pending?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If yes, please give details / dates of offence(s) and sentence:

Section 3 BAME Declaration

The English Football League has introduced positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethnic (BAME) backgrounds.

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').

Yes No

Section 4 Education and Training

Dates Attended	Name of School / College/ University/ Provider	Examinations / Training Undertaken Qualifications Obtained

Section 5 Employment Record

Please list chronologically, starting with current or last employer

Name and Address of Employer	Date From:	Date To:	Job Title/Job Function/ Responsibilities:	Salary and Reason for Leaving

Section 6 Qualifications

Qualifications	Year Achieved

Section 7 Personal Statement

Please tell us, in under 500 words, why you're interested in this position and what knowledge, skills and attributes you'd bring to the job:

Section 8 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (NB. References will only be taken if you commence employment with us)

Reference 1

Name:

Their Position (job title):

Work Relationship:

Organisation:

Dates Employed:

From:	To:
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Address:

Postcode:

Telephone N^o:

E-mail:

Reference 2

Name:

Their Position (job title):

Work Relationship:

Organisation:

Dates Employed:

From:	To:
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Address:

Postcode:

Telephone N^o:

E-mail:

Section 9 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 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:	<input type="text"/>	Date:	<input type="text"/>
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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.

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 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 a 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 Club 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.

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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