

# Application Form

Match Day Co-ordinator  
part time



Please complete all sections of this application form and return to the Academy Manager by email at [tony.daws@scunthorpe-united.co.uk](mailto:tony.daws@scunthorpe-united.co.uk).

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

## Section 1 Personal details

Title:		First Name:	
Last Name/s:			
Address:			
Postcode:			
Home Telephone Number:			
Mobile Telephone Number:			
E-mail address:			
Are you eligible to work in the UK?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

## 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. 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?

- **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 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:	<input type="text"/>	
Their Position (job title):	<input type="text"/>	
Work Relationship:	<input type="text"/>	
Organisation:	<input type="text"/>	
Dates Employed:	From: <input type="text"/>	To: <input type="text"/>
Address:	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Postcode	<input type="text"/>	
Telephone N <sup>o</sup> :	<input type="text"/>	
E-mail:	<input type="text"/>	

### Reference 2

Name:	<input type="text"/>	
Their Position (job title):	<input type="text"/>	
Work Relationship:	<input type="text"/>	
Organisation:	<input type="text"/>	
Dates Employed:	From: <input type="text"/>	To: <input type="text"/>
Address:	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Postcode	<input type="text"/>	
Telephone N <sup>o</sup> :	<input type="text"/>	
E-mail:	<input type="text"/>	

## 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:

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.

**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: 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 required 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.***

## Section 11 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 3 (BAME) 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.

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.

Print Name:		Signed:		Date:	
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**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: