**Application for Club Leader**

**Please return your completed application form to: The Association of Teesdale Day Clubs, Woodleigh, Flatts Road, Barnard Castle DL12 8AA or**

**email to** [**teesdaledayclubs@gmail.com**](mailto:teesdaledayclubs@gmail.com)

Please use black type.

Where necessary continue your answers on a separate sheet of paper.

**TO BE COMPLETED BY ALL APPLICANTS**

|  |  |
| --- | --- |
| Surname | Title (Dr, Mr, Miss, Mrs, Ms,) |
| Christian names (in full) |  |
| Address | Postcode |
| Tel: Home | Work |
| Mobile | E-mail |

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| --- |
| **Data Protection**  Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.  The organisation treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the organisation's job applicant privacy notice.  **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  Any false statement may be cause for rejection or, if employed, dismissal. We reserve the right to request a medical examination, in which case the conditions of the request will be confirmed, and to apply for a Standard Check from the Disclosure and Barring Service (DBS) should employment require it. Canvassing will disqualify your application.  Signature\*..........................................................................................................  Date................................................................................................................  \* An electronic signature is acceptable |

**REFEREES:**

Please give details of three people who have consented to act as referees on your behalf, one of whom should be your present or most recent employer. References from previous employers should cover the last two years unless this is not appropriate. **N.B. References will be requested for the preferred candidate following interview and appointment will not be confirmed until satisfactory references have been received.**

|  |  |
| --- | --- |
| Name, postal address, tel. no. & where possible e-mail address of three Referees indicating relationship to applicant | Office use only |
| 1.  Tel. No. E-mail |  |
| 2.  Tel. No. E-mail |  |
| 3.  Tel. No. E-mail |  |

**EDUCATION & TRAINING**

|  |  |  |
| --- | --- | --- |
|  | **Dates:** | **Title/Subject, Grades/Class:** |
| GCSE and A level or Equivalent  (School/College) |  |  |
| Degree level or equivalent  (if applicable) |  |  |
| Other relevant qualifications and awarding body (if applicable) |  |  |

**DETAILS OF MOST RECENT / PRESENT EMPLOYMENT / EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| Employer / Organisation | Date of Appointment, with expiry date if applicable | Title in Role + Key Responsibilities |

|  |  |
| --- | --- |
| Salary : | Period of Notice : |
| Reason for leaving \ wanting to leave | |

**DETAILS OF PAST EMPLOYMENT / VOLUNTEERING / EXPERIENCE**

*(starting with most recent)*

|  |  |  |
| --- | --- | --- |
| Employer / Organisation | Date of Appointment, with expiry date | Title in Role + Key Responsibilities |

|  |  |  |
| --- | --- | --- |
| Reason for leaving \ wanting to leave | | |
| Employer /Organisation | Date of Appointment, with expiry date | Title in Role + Key Responsibilities |

|  |  |  |
| --- | --- | --- |
| Reason for leaving \ wanting to leave | | |
| Employer / Organisation | Date of Appointment, with expiry date | Title in Role + Key Responsibilities |

|  |
| --- |
| Reason for leaving \ wanting to leave |

|  |  |  |
| --- | --- | --- |
| Employer / Organisation | Date of Appointment, with expiry date | Title in Role + Key Responsibilities |

|  |  |  |
| --- | --- | --- |
| Reason for leaving \ wanting to leave | | |
| Employer / Organisation | Date of Appointment, with expiry date | Title in Role + Key Responsibilities |

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| Reason for leaving \ wanting to leave | | |
| Employer / Organisation | Date of Appointment, with expiry date | Title in Role + Key Responsibilities |

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| --- |
| Reason for leaving \ wanting to leave |

**OTHER DETAILS**

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| --- |
| Do you possess a full driving licence? Yes/No |
| How did you hear about the post? |
| Are there any restrictions on your right to work in UK? Yes/ No  If “yes”, please provide details: |
| Do you require any special arrangements to be made for your interview on account of a disability? Yes/No  If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010: |

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Applicants are required to declare all unspent criminal convictions. This is because the post holder is likely to have responsibilities where there is the potential for fraud. **Applicants must complete the following information, providing incorrect or misleading information in response to this question may lead to dismissal:**

|  |
| --- |
| Have you any criminal convictions (unspent or pending)? Yes/No  If “yes”, please give details: |

**STATEMENT IN SUPPORT OF APPLICATION**

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| --- |
| **Please use this space to say, in your own words, why you are applying for this post and tell us why you feel you are particularly suited to this job. The information should focus on the job and person descriptions provided and include specific examples evidencing the experience and capability required.** Please continue on a separate sheet if necessary. |