

Preston North End FC
 Sir Tom Finney Way
 Deepdale
 Preston
 PR1 6RU
 Tel: 0344 856 1964



Application for employment

Please complete the following job application accurately, providing us with as many details as possible of your skills and experience relating to the job vacancy. Short-listing will be based on the information gathered from this application form.

Position applied for	Full Time Receptionist
Job Reference:	PNE-1063

SECTION ONE: PERSONAL DETAILS

Full name	
Address	
Postcode	
Home tel	
Mobile tel	
Email	
NI number	

SECTION TWO: CURRENT QUALIFICATIONS RELEVANT TO THE ROLE

<p style="text-align: center;">Please list any qualifications that you see relevant to the job role you are applying for</p>	
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SECTION THREE: LICENCE DETAILS

Driving licences held	
Do you have the use of a car? (please delete as appropriate)	Yes/No

SECTION FOUR: EMPLOYMENT HISTORY

Company		Position	
Duties			
Dates	From	To	
Reason for leaving			

Company		Position	
Duties			
Dates	From	To	
Reason for leaving			

Company		Position	
Duties			
Dates	From	To	
Reason for leaving			

Please continue on separate sheet if necessary.

SECTION FIVE: EDUCATION

School/College/University/Other Establishment	Courses Studied and Qualifications Achieved

Please continue on separate sheet if necessary.

Please give details of your experience relevant to the role applied for

SECTION SIX

Do you have any convictions, cautions, reprimands, pending, outstanding or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Please give details, with dates

The amendments to the Exceptions Order 1975 (2013) provide that spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

SECTION 7 REFERENCES

Please give details of referees, most recent first, for your last two employers, and to cover the last five years of employment.

NAME		NAME	
COMPANY		COMPANY	
ADDRESS		ADDRESS	
POSTCODE		POSTCODE	
TEL NO		TEL NO	

NAME		NAME	
COMPANY		COMPANY	
ADDRESS		ADDRESS	
POSTCODE		POSTCODE	
TEL NO		TEL NO	

SECTION EIGHT: MISCELLANEOUS

How much notice are you required to give your current employer?	
Do you have/will you have any other employment or work (including any casual, paid, unpaid, voluntary or charity work)?	
Please name any person you know who currently works for Preston North End FC or the Sir Tom Finney Foundation.	
Please indicate where you heard of the vacancy: <input type="checkbox"/> Social media <input type="checkbox"/> PNE website <input type="checkbox"/> Other related website (please specify) <input type="checkbox"/> Other (please specify) _____	

SECTION NINE: EMERGENCY CONTACTS

Contact one			
Full name		Relationship	
Address			
Home tel			
Mobile tel			
Work tel			
Contact two			
Full Name		Relationship	
Address			
Home tel			
Mobile tel			
Work tel			

I confirm that the answers to the above questions are true and complete to the best of my knowledge and belief. I understand that giving false or withholding information could affect the terms of my contract and may lead to my dismissal.

Signed

Date

By submitting this application form you consent to the company using and keeping information about you provided by you (or third parties such as referees) relating to your application or future employment. This information will be used by the company for purposes relating to recruitment and/or your employment. Information on applicants whom are unsuccessful will be held for 6 months after you have been notified. You must notify the company if you do not want your information to be held for 6 months. If you are successful all personal information which we hold about you will be held and processed in accordance with the data protection legislation.