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** | Part time Minibus Drivers |
| **Job Reference:** | PNE 1032 |

**SECTION ONE: PERSONAL DETAILS**

| | |
|---|---|
| **Full name** | |
| **Address** | |
| **Postcode** | |
| **Home tel** | |
| **Mobile tel** | |
| **Email** | |
| **NI number** | |

**SECTION TWO: CURRENT QUALIFICATIONS RELEVANT TO THE ROLE**

| | |
|---|---|
| **Please list any qualifications that you see relevant to the job role you are applying for** | |

**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 (current employment first)**

| | | | |
|---|---|---|---|
| **Company** | | **Position** | |
| **Duties** | | | |
| **Reason for leaving** | | | |

| | | | |
|---|---|---|---|
| **Company** | | **Position** | |
| **Duties** | | | |
| **Reason for leaving** | | | |

| | | | |
|---|---|---|---|
| **Company** | | **Position** | |
| **Duties** | | | |
| **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 Preston North End Community and Education Trust. | |

Please indicate where you heard of the vacancy:

☐ Social media

☐ PNE website

☐ Other related website (please specify)

☐ 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 ……..

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. The information will be retained for 6 months from the date on which you are informed whether you have been invited to interview and/or the termination of your employment if you are successful. All personal information which we hold about you will be held and processed in accordance with the data protection legislation.