



# CoachUnlimited

## 1. Post applied for:

|  |
|--|
|  |
|--|

## 2. Personal details

|                 |  |
|-----------------|--|
| Family name:    | Other names:   |
| Previous names: | DOB:   |
| Title:          | National Insurance Number:                               |
| Address:        | Contact Telephone Number:                                |
|                 |  |
|                 | Do you have a current full driving licence?              |
|                 | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|                 |  |
| Postcode:       | Do you have use of a vehicle?                            |
| Email:          | Yes <input type="checkbox"/> No <input type="checkbox"/> |

## 3. Present employment

|   |  |
|---|--|
| Employers Name:   | Telephone Number:  |
| Address:  | May we contact you on this number?                       |
|   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|   | Basic Pay/grade  |
|   | Other pay:   |
| Postcode:   | Date Started:  |
|   | Period of Notice:  |
| Outline of key duties and responsibilities:                                     |  |
| <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul> |  |

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**Positivity | Enjoyment | Passion | Honesty | Quality**



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## 4. Experience

This should include paid and unpaid work, work experience, placements etc. Please list the most recent first.

| Organisation   | Role | Salary | From<br>MM/YYYY | To<br>MM/YYYY | Reason for leaving |
|--|------|--------|-----------------|---------------|--------------------|
|  |      |        |                 |               |                    |
|  |      |        |                 |               |                    |
|  |      |        |                 |               |                    |
|  |      |        |                 |               |                    |
|  |      |        |                 |               |                    |
| Please specify all time not accounted for above with dates and reasons |      |        |                 |               |                    |

## 5. Education

| Qualification gained or pending.<br>Please state subject. | Grade | Date Achieved<br>MM/YYYY | School/College/University |
|---|-------|--------------------------|---------------------------|
|   |       |                          |                           |
|   |       |                          |                           |
|   |       |                          |                           |
|   |       |                          |                           |
|   |       |                          |                           |
|   |       |                          |                           |
|   |       |                          |                           |
|   |       |                          |                           |
|   |       |                          |                           |
|   |       |                          |                           |
|   |       |                          |                           |
|   |       |                          |                           |
|   |       |                          |                           |
|   |       |                          |                           |

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## 6. Relevant courses/awards/coaching qualifications

Short courses, certificates, awards etc.

| Organising Body | Brief Details of Course/Award | From | To |
|-----------------|-------------------------------|------|----|
|                 |                               |      |    |
|                 |                               |      |    |
|                 |                               |      |    |
|                 |                               |      |    |
|                 |                               |      |    |
|                 |                               |      |    |
|                 |                               |      |    |

## 7. Summary of experience, skills, knowledge and competencies

Please tell us how you feel these make you the best person for the job.

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## 8. Disability/health condition

I consider myself      Disabled       Non-disabled     

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application:

## 9. Attendance

Please detail your sickness absence in the last year, including the number of days and frequency.

We will request details of your sickness absence from your employment referee.

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## 10. Criminal convictions and cautions

Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning? Yes  No

Please give details of all convictions and/or cautions in a sealed envelope and attach this to your form including date, court and nature of offence.

CoachUnlimited is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Disclosure & Barring Service.

## 11. Data Protection Act

When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider personal and sensitive. If your application is unsuccessful the form will be held up to 6 months and then destroyed.

## 12. Interview arrangements

Please include any dates in January that you will be unavailable to attend interview:

## 13. References

Please provide the contact details of two references, one of which should be your current and/or most recent employer.

|                            |                            |
|----------------------------|----------------------------|
| Name:                      | Name:                      |
| Address:                   | Address:                   |
|                            |                            |
|                            |                            |
| Postcode:                  | Postcode:                  |
| Email:                     | Email:                     |
| Telephone No:              | Telephone No:              |
| Title/Position             | Title/Position:            |
| Relationship to applicant: | Relationship to applicant: |

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|   |   |
|---|---|
| * Please tick this box if this referee is not to be contacted prior to interview without your permission.   | * Please tick this box if this referee is not to be contacted prior to interview without your permission. |
| Please note that an offer of employment cannot be made without prior receipt of satisfactory references, one of which should be your present or most recent employer.   |   |
| * As this is a post involving safeguarding, it will be necessary to approach both referees at the shortlisting stage. Please note that references will be taken up irrespective of whether you indicate you do not wish you referees to be contacted on the application form. |   |
| <b>If you are not currently working with children, but have done so in the past, then please provide an additional reference for this employer below:</b>   |   |
| Name:   |   |
| Address:  |   |
| Postcode:   |   |
| Telephone No:   |   |
| Title/Position:   |   |
| Relationship to applicant:  |   |

### 14. Declaration

|   |             |
|---|-------------|
| <ul style="list-style-type: none"><li>▪ I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of qualifications or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.</li><li>▪ By signing this form, I agree that this information can be used to consult third parties, for the purpose of confirming any information contained in it.</li><li>▪ I also understand that satisfactory references, DBS disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.</li></ul> |             |
| Signature: _____  | Date: _____ |

Please email completed forms to [dan@coach-unlimited.co.uk](mailto:dan@coach-unlimited.co.uk) 😊

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