**APPLICATION FOR EMPLOYMENT**

**This page will be detached from the rest of the application form, stored separately and will not be used as part of the short-listing process.**

 Data Protection Act – All job applications will be stored adhering to GDPR requirements and our Applicant Privacy Notice.

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| **FOR OFFICE USE ONLY** |
| **POST TITLE: Administration (Maternity cover)** |  | Applicant No: |
| **DEPARTMENT: Administration** | Internal Applicant: YES / NO |
| **ADVERTISED IN:** | Interview Time: |

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| PERSONAL DETAILS | | |
| Title: | Forename(s): | Surname: |
| Address: | | National Insurance Number: |
|  | | Telephone Number (Home): |
|  | | Telephone Number (Work): |
|  | | Mobile Phone Number: |
|  | | Email Address: |

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| REFERENCES | |
| Please give details of people preferably known to you in a professional capacity, and where possible to include your present or most recent employer. | |
| Name: | Name: |
| Position: | Position: |
| Relationship to you: | Relationship to you: |
| Organisation / Company: | Organisation / Company: |
| Address and Postcode: | Address and Postcode: |
| Telephone Number: | Telephone Number: |
| Email Address: | Email Address: |
| Length of time you have known this person: | Length of time you have known this person: |
| May we contact this referee before interview? | May we contact this referee before interview? |

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| RELATIONSHIPS / CANVASSING |
| Are you the parent, grandparent, spouse, partner, child, step-child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of any member of staff of Devon Cricket Board, or the partner of such persons? If yes, please state to whom and the nature of the relationship.    Please note that seeking support of any member of staff for your application, directly or indirectly, will disqualify your application. |

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| **EQUAL OPPORTUNITIES MONITORING** | | | | | | | | | | | | | | | | | |
| Devon Cricket Board is committed to equal opportunities in employment and wishes to ensure that no applicant is treated less favourably on grounds of age, race, colour, ethnic origin, gender, sexual orientation, marital status, disability, nationality, religion or beliefs.  To help us monitor our performance in relation to equal opportunities, please answer these questions. Completion of this page is optional, but your co-operation would be appreciated.  **This information is for statistical purposes only. It will be separated from your application and will not be seen by those who make selection decisions.**  Please cross the box beside the appropriate answer. | | | | | | | | | | | | | | | | | |
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| What is your date of birth? | | | | | | |  | | | | |  | |  | | |  |
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| What is your gender? | | | | | | | Male | | | | |  | | Female | | |  |
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| What is your marital status? | | Single | |  | Civil Partnership (same sex) | | | | |  | Married | | | |  | Other |  |
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| Do you consider yourself to be: | | | | | | Disabled? | | | | | | |  | | Not disabled? | |  |
| If ‘Yes’ please indicate disability: | | | | | | | | | | | | | | | | | |
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| How would you describe your ethnic origin? | | | | | | | | | | | | | | | | | |
| White (British) |  | | Asian British | | | | |  | Mixed White and Black Caribbean | | | | | | | |  |
| White (Irish) |  | | Indian | | | | |  | Mixed White and Black African | | | | | | | |  |
| White (other) |  | | Pakistani | | | | |  | Mixed White and Asian | | | | | | | |  |
| Black (British) |  | | Bangladeshi | | | | |  | Mixed other | | | | | | | |  |
| Black (African) |  | | Chinese | | | | |  |  | | | | | | | |  |
| Black (Caribbean) |  | | Other Asian | | | | |  |  | | | | | | | |  |
| Black (Other) |  | |  | | | | |  | Other | | | | | | | |  |
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| What is your religion or beliefs? | | | | | | | | | | | | | | | | | |
| Christian |  | | Muslim | | | | |  | Hindu | | | | | | | |  |
| Jewish |  | | Buddhist | | | | |  | Sikh | | | | | | | |  |
| Other |  | | None | | | | |  |  | | | | | | | |  |
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| What is your sexual orientation? | | | | | | | | | | | | | | | | | |
| Heterosexual |  | | Gay | | | | |  | Transgender | | | | | | | |  |
| Lesbian |  | | Bi-Sexual | | | | |  |  | | | | | | | |  |

**APPLICATION FOR EMPLOYMENT**

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| **POST TITLE: Administration (Maternity cover)** |  | **FOR OFFICE USE ONLY** |
| **POST NO:** | Applicant No: |
| **DEPARTMENT: Administration** | Interview time: |

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| **SECONDARY AND FURTHER EDUCATION** | | | | |
| School / College/ University | From | To | Qualifications gained | Grades |
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| **PROFESSIONAL QUALIFICATIONS** | | | |
| Awarding Body | Qualification | How obtained (examination, election etc.) | Date |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | |
| Professional Body | Grade of Membership | How obtained (examination, exemption etc.) | Date |
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| **FURTHER INFORMATION** | | | |
| Are you applying to job share the post? | | |  |
| Do you require any reasonable adjustments for the interview process | | |  |
| If yes, please explain. | | | |
| Do you need permission to work in the UK? | | |  |
| Are you able to produce original documentation, if asked for interview, which demonstrate you are entitled to work in the UK? | | |  |
| **OTHER RELEVANT TRAINING** | | | |
| Dates | Duration of Training | Nature of Training | |
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| **PRESENT OR MOST RECENT EMPLOYMENT** | | | |
| Employer’s Name and address: | Job Title: | Dates  Started:  Left: | |
| Basic salary / wage: | Pay supplements: | | |
| Additional allowances / benefits: | Period of notice or date available to take up employment: | | |
| Is this your only current job? | | |  |
| Reason for wishing to leave: | | | |
| Brief outline of duties and responsibilities: | | | |

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| **PREVIOUS EMPLOYMENT (most recent first)** | | | | |
| Employer’s name and location | Position held and main duties | Dates | | Reason for leaving |
| From | To |
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| **PREVIOUS EMPLOYMENT (continued)** | | | | |
| Employer’s name and location | Position held and main duties | Dates | | Reason for leaving |
| From | To |
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|  | Please continue on separate sheet |  |  |  |

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| **GAPS IN EMPLOYMENT HISTORY** |
| Please give reasons and dates. |
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| **LEISURE INTERESTS** |
| Please outline your leisure interests, pastimes or societies in which you have played an active part |
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| **RELEVANT KNOWLEDGE, SKILLS, EXPERIENCE, APTITUDE AND INTERESTS** |
| Please describe your knowledge, skills, experience, aptitude and interests relevant to this position, and mention any particular achievements. Please relate this to the requirements of the Job Description and / or Person Specification as far as possible.    Please continue overleaf if necessary |

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| **RELEVANT KNOWLEDGE, SKILLS, EXPERIENCE, APTITUDE AND INTERESTS** (continued) |
| Please continue on a separate sheet if necessary |

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| **DRIVING LICENCE** |
| Do you hold a full current motorcar driving licence? |

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| I confirm that the information I have provided is accurate and I have not omitted any significant information. I understand that any false statement could disqualify my application.  Signed: …     ………………………………………………………………………………………………  Date: ……     ……………………………………………………………………………………………… |

Please return the completed form following the instructions on the job advert