



Guidance on How to Complete Your Application Form

Introduction

The following information is to support you in applying for a job at Watford Football Club's Community Sports and Education Trust (Trust).

The application form plays an important part in the selection process and will be used as the basis for choosing applicants for interview. Please complete all sections of the form, making sure the information you provide is clear and accurate.

Your information will be treated as confidential and will only be seen by those involved in the recruitment and selection process.

Your application form can be supported by a covering letter.

We appreciate that it is easier for you to supply a CV, however, CVs vary in content, and many do not contain all of the information we need. We want to treat everyone equally, so we have to assess all of the information in a fair and consistent way. Please help us by completing the application form in full. We reserve the right to exclude incomplete applications from the selection process.

Before completing the application form, please read the job profile carefully; this outlines the duties, skills, qualifications, and competencies of the job. You will need to demonstrate that you meet the requirements of the job (or at least have the potential to do so), in order to be offered an interview.

Personal Details and General Information

Make sure you complete this section fully. It is important to provide us with your full address and contact details. Wherever possible, please provide an email address that we may use to contact you regarding your application form.

References

Please complete details for both referees, who should not be related to you. If you are leaving full time education and do not have employment references to offer, please give the name and contact details of a head teacher/tutor and also the manager of your most recent work experience placement, if applicable (for first time roles only, this must be people who have known you for a minimum of five years).



Work History

Present Employment

Detail the name and address of your employer, your position, roles and responsibilities, salary, and the date you started and the date and reasons for leaving (if applicable).

Previous Employment

In this section, it is important that you include all relevant work experience including part time work or temporary jobs, work experience or voluntary work. Remember to fill in the full name and address of the employer, your position, the dates you started and left, and your reason for leaving. Please account for any gaps in employment.

Education and Training

You must ensure you provide all the information about your education and qualifications obtained, including those qualifications you are currently studying for. You will be asked to bring original copies of your qualification certificates if you are invited for an interview and production of these will be a condition of employment. It is important to include any training that is essential to the role you are applying for.

About You

Asylum and Nationality Act 2006 – The Asylum and Nationality Act makes it a criminal offence for employers to recruit staff who are not eligible to work in the UK. Any offer of employment will therefore be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

Supporting Statement

This section is an important part of your application and if the section is not filled in adequately it may affect whether or not you are invited for interview.

Before completing the section, read through the job profile and advertisement for the role. Think carefully about why you are suitable for the post, relating your skills, knowledge, and experience to the duties of the post as fully as possible.

Review the person essential skills and competencies, and include any relevant details about your skills, experience, training, or qualifications, as well as providing an example of how you have demonstrated these in the past. The example may be from your current job or from an activity you have done in the past. For example, if one of the skills in the person specification is “effective communicator” it will not be adequate to just state “I am an effective communicator.” You must provide an example of how you have demonstrated effective communication skills in the past. Do ensure you mention all relevant experience as we cannot assume anything from a job title.



Safer Recruitment

It is essential that you complete the safer recruitment answers. Some posts are exempt from the Rehabilitation of Offenders Act by virtue of their nature; usually these are posts involving access to children/young people or vulnerable adults. The Trust does not necessarily see a criminal record as a bar to employment and will consider the nature of the conviction and its relevance to the job applied for prior to making any selection decisions.

Applicant Declaration and Signature

You must give full and accurate information on the application form and during the whole of the recruitment and selection process. You may be disqualified from the selection process or dismissed if the information you have given is found to be false or misleading in any way.

Equal Opportunities Form

The Trust are committed to valuing diversity and equality of opportunity for our workforce. To create an environment in which these objectives are fully met, it is essential that we monitor our recruitment and selection procedures. To do this it would help us greatly if you complete the separate equal opportunities form.

Any information is treated in the strictest confidence and does not affect your application in any way.

Data we collect is used to provide statistical reports. These comprise a range of anonymised figures by which we monitor applicant numbers within different groups.

Only those monitoring job advertising and staff movement will have access to the data. The information that we collate will be used entirely anonymously.

Staff involved in sifting and interviewing for the post will not see this section of your application form.

Appointments

All offers of employment are subject to satisfactory references, proof of qualifications, right to work in the UK and DBS check.

Queries

The job advert includes a contact name and their telephone number if you have further queries.