British Triathlon

PO Box 25

Loughborough

LE11 3WX

Tel: 01509 226161

Email: hr@britishtriathlon.org

**Please complete the application form by working through the pages below.**

**If you require the application form in large print, please contact the HR Team:** [**hr@britishtriathlon.org**](mailto:hr@britishtriathlon.org)

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| Job Application Form |

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| --- | --- |
| Job Title and Reference: |  |
| Please tell us how you heard about this vacancy: |  |

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| 1. **Personal details** |

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| --- | --- | --- | --- | --- | --- |
| Title: |  | First name(s): |  | **Surname:** |  |

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| --- | --- | --- |
| Address: |  | |
|  |  | |
|  |  | **Postcode:** |

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| --- | --- | --- | --- |
| **Home Telephone No:** |  | **Mobile Telephone No:** |  |

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| --- | --- |
| **E-mail address:** |  |

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| **National Insurance No:** |  |  |  |  |  |  |  |  |  |

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| **Do you have the right to work in the United Kingdom** | Yes |  | No |  |
| Applicants will be required to provide documentary evidence of their right to work in the | | | | |
| United Kingdom if invited for interview. | | | | |

**Driving Licence**

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| --- | --- | --- | --- | --- |
| Do you hold a full, current driving licence valid in the UK? | Yes |  | No |  |

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| Does your licence have any current endorsements? | Yes |  | No |  |

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| If yes, please give further information: |

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| 2. Education/Qualifications |

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| --- | --- | --- | --- |
| **School (11+)** | **Study Dates** | **Subject/Courses**  **Studied & Level** | **Qualification**  **and Grade** |
|  |  |  |  |
| **College/University** | **Study Dates** | **Subject/Courses**  **Studied & Level** | **Qualification**  **and Grade** |
|  |  |  |  |
| **Ongoing Professional Development** | **Study Dates** | **Subject/Courses**  **Studied & Level** | **Date Obtained** |
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| **Training and Development** |
| Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application. | | |

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| **Training Course** | **Course Details**  **(including length of course/nature of training)** |
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| **Current Membership of any Professional Body/Organisation** |
| Please give details: |

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| **Foreign Languages: please list any foreign languages you may speak and your level of competence. Both oral and written:** |
| Please give details: |

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| 3. Employment History |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Current or most recent employer**

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| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |

|  |  |
| --- | --- |
| Reason for Leaving: |  |

|  |  |
| --- | --- |
| Salary on leaving this post: |  |

|  |
| --- |
| **Brief description of duties:** |
|  | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |

|  |  |
| --- | --- |
| Reason for Leaving: |  |

|  |  |
| --- | --- |
| Salary on leaving this post: |  |

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| --- |
| **Brief description of duties:** |
|  | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |

|  |  |
| --- | --- |
| Reason for Leaving: |  |

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| --- | --- |
| Salary on leaving this post: |  |

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| **Brief description of duties:** |
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Continue on a separate sheet if necessary

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| 4. Information in support of your application |
| **Skills, abilities and experience**  Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. |

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| 5. Supplementary information |

Please give dates of any holidays arranged:

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| Are you currently subject to any contractual “restraints or trade clauses? | Yes |  | No |  |
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| If yes, please give further information: |

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| --- | --- | --- | --- | --- |
| Do you have any commitments which might limit your working hours? | Yes |  | No |  |

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| If yes, please give details: |

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| Are you willing to work overtime and weekend when required? | Yes |  | No |  |

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| Have you ever been convicted of a criminal offence | Yes |  | No |  |
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| If yes, please give further information: |

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| If appointed when could you start? Give period of notice if applicable: |  |

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| Salary range expected: |  |

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| Have you worked for us before? | Yes |  | No |  |

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| If yes, please give details of reason for leaving: |

Please list your interests, sports, hobbies, etc.

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| **6. Reasonable Adjustments/Arrangements for Interview** |

Please inform us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process.

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| References |

Please provide details of referees; these should be employment or academic referees. Referees may be contacted prior to interview unless specified as ‘no’ below. Your current or most recent employer will be contacted via the below details to provide a referee prior to being offered a formal offer of employment.

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| Can we approach your referees prior to interview? | Yes |  | No |  |

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| |  |  | | --- | --- | | **Name of Referee and relationship to you:** |  |  |  |  |  | | --- | --- | --- | | Address: |  | | |  |  | | |  |  | **Postcode:** |  |  |  |  |  | | --- | --- | --- | --- | | **Email:** |  | **Tel:** |  | |

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| |  |  | | --- | --- | | **Name of Referee and relationship to you:** |  |  |  |  |  | | --- | --- | --- | | Address: |  | | |  |  | | |  |  | **Postcode:** |  |  |  |  |  | | --- | --- | --- | --- | | **Email:** |  | **Tel:** |  | |

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| Disability Confidence Scheme |

British Triathlon is committed to quality of opportunity. If you indicated that you are defined as disabled in accordance with the UK Equality Act 2010, please indicate below whether you wish to be considered for shortlisting under the Disability Confidence Scheme.

|  |  |
| --- | --- |
| I wish to be considered under the disability confidence scheme |  |

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| Data Protection |

Upon receipt of your application form, British Triathlon will be the Data Controller of your personal data. British Triathlon will hold all the information you have given on this application form in accordance with the Data Protection Act 2018. If you are successful, the information you provide in your application form will be transferred to your confidential staff record. If you are unsuccessful, we will retain your application form for one year for reporting purposes. If you would like your application form, and your data, to be removed from our records please contact the HR Team [hr@britishtriathlon.org](mailto:hr@britishtriathlon.org), although please be aware your details will be kept for the anonymised monitoring purposes mentioned.No information may be passed onto a third party unless contracted to British Triathlon for specific employment services without your express agreement unless required by law. Your signature below indicates your agreement to the above.

*For more information on how British Triathlon manages your data, please click* [*here*](https://www.britishtriathlon.org/britain/documents/about/policy-documents/data-protection/staff-privacy-notice.pdf)*.*

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| Declaration  Statement to be signed by the applicant  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.  *I confirm that the information given in this application is correct to the best of my knowledge, that all the questions related to me have been accurately and fully answered, and that I am in possession of the qualifications I claim to hold. I understand that any omission or misrepresentation may render me liable to dismissal should I be employed.*   |  |  | | --- | --- | | Signed: |  | |  |  | | Date: |  | |

**N.B. Please also complete the Equality Form which you will find on our website alongside the application form and email it to** [**hr@britishtriathlon.org**](mailto:hr@britishtriathlon.org)**. Please ensure you send your Equality form as a separate document to your application form as the Equality forms are not shared with the shortlisting/recruiting panel.**

**Please be assured that any information you provide on your Equality form will only be used to monitor the effectiveness of our policies and we will take steps to ensure this information remains confidential to a limited number of staff in our HR directorate.**

**British Triathlon is committed to equality of opportunity for all staff and is keen to address areas of underrepresentation in its workforce and would particularly welcome applications from all suitably qualified persons from the BAME community, disabled people and people from the LGBT+ Community.**

**Details of our Equal Opportunities Policy can be found** [**here**](https://www.britishtriathlon.org/britain/documents/about/policy-documents/general-policies/equality_and_diversity_policy.pdf)**.**