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| Application for employment | Applicant No. (Office use only() |
| Confidential |

**Candidates must complete this form in full by typing into the document.**

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| **Job applied for:** |  | Activity Coordinator |
| Closing date: |  | Wednesday 16th February 2022 at 9pm |
| Interview Date: |  | Friday 4th March (please let us know when you send your application if you are unavailable on this date) |

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| **1. Personal information** | | | |
| Surname: | | Forenames: | |
| Known as: | |
| Permanent address: | | |  |
| Contact details: | | | |
| Home: | | Work: | |
| Mobile: | | E-mail address: | |
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| 2. References | | | |
| Please ensure at least one reference is from your present or most recent employer. References will be requested via e-mail communication where possible. | | | |
| Present/most recent employer | Second referee | | |
| Name: | Name: | | |
| Address: | Address: | | |
| E-mail address: | E-mail address: | | |
| Telephone number: | Telephone number: | | |
| How do you know this person? | How do you know this person? | | |
| Can this reference be contacted now? | Can this reference be contacted now? | | |

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| **3. Education** | |
| Please detail below the qualifications you obtained from school, college and university. Please list highest qualification first and include details of current course of study. | |
| Schools/colleges/universities | Qualification/s |
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| 4. Other training |
| Please detail below any further accreditation or certification you have achieved (this includes membership of professional bodies and associations). Please list the highest standard first and include details of any current course of study. |
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| 5. Employment | |
| 5.1 Current or most recent post (paid or unpaid) | |
| From: To: | |
| Job Title: |  |
| Name and address of current or most recent employer: | |
| Reporting to: | |
| Reason for leaving: | |
| Please give a brief description of duties and responsibilities: | |

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| **5.2 Previous posts**  Please list all previous employment over the previous 10 years, starting with the post held immediately before the post described above: | |
| **Job title and name and address of employer and employment dates** | **Brief description of main responsibilities** |
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| 6. Experience and abilities – shortlisting criteria |
| Please describe your relevant experience or abilities and how these demonstrate how you have met the person specification for the post. You should give clear, specific examples of what you have done or achieved. You may draw these examples from previous employment, voluntary or community work, spare time activities, training, or any other areas that you think might be relevant. |
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| 7. Supporting statement |
| Please provide us with a personal profile and any information you consider relevant to support your application that has not already been provided in this form. If you are, or have been, involved in any unpaid / voluntary activities, please also include this information, as well as your reasons for applying to this post. **Please limit the information to one side of A4**. |
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| 8. Additional information | |
| Do you have any employment and/or commitments to other organisations which you intend to continue? If yes, please specify: | |
| It is a criminal offence to employ someone who is not entitled to work in the UK. To comply with the Act, all applicants who are offered employment with Spectrum Gaming are required to provide evidence of their eligibility to work in the UK. Successful applicants who are subject to immigration control must be in possession of/obtain valid permission to enter or remain in the UK, and that permission must not preclude them from working at Spectrum Gaming.  Are you free to remain and take up employment in the UK with no current immigration restrictions? | Yes / No |
| If no please provide details: | |
| If appointed when could you start? | |
| How much sickness absence have you had in the last 12 months?  Number of days: Number of occasions: | |
| How did you find out about this vacancy? | |
| Under legislation for the protection of children and vulnerable adults, if successful, you will be asked to agree to a check being made by the Disclosure and Barring Service about the existence and content of criminal record.  A criminal record will not necessarily debar you from employment with our organisation.  Do you have any spent or unspent convictions within the terms of the Rehabilitation of Offenders Act? | Yes/No |

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| 9. Adjustments |
| Are there any adjustments we can make to help you during the application process (including the interview stage)? |
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| What support do you think you would need from us to make sure the role is a positive experience for you? |
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| 10. Data Protection |
| Spectrum Gaming undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc.) that you provide us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998 and the General Data Protection Regulations 2018.  If you are successful, this application form will be kept on your personal file. If you are unsuccessful, this information may be stored for a period of up to six months after which it will be destroyed. |

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| **11. Declaration** |
| I declare that the information provided on this form, and on any accompanying documents, is true to the best of my knowledge and belief. I understand that false information may lead to the termination of employment or withdrawal of a job offer.  I agree that the content of this form and of any accompanying documents may be treated as part of any contract of employment agreed between myself and Spectrum Gaming.  I understand that my application form will form part of my personal file and will be treated in accordance with the requirements of the Data Protection Act and General Data Protection Act 2018. |
| Signed: .....................………….……… Print Name: ………..……………………………. Date: ............................…… |
| **Please make sure that the application form is fully completed and return it by email to** andy@spectrumgaming.net |