

Herts Disability Sports Foundation

Job Application Form



Herts Disability
Sports Foundation
Charity Number 1156034

Please email your completed application form to Sine@hdsf.co.uk

Position Applied For		Finance Officer/Admin Support (p/t)	
Personal Details			
Surname		Preferred Title	
First Name		Previous Surname	
Home Address		Present Address (if different)	
Post Code		Post Code	
Telephone Home		Telephone Work	
Date of Birth		NI Number	
Eligibility to work in the UK			
Current Legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview, you will be asked to provide proof of your work entitlements.			
Do you have an entitlement to work in the UK		Yes / No (circle as appropriate)	
Current/Last Employment (please start with your most recent job)			
Name of Employer			
Employer Address			
Job Title			
Dates of employment			
Reason for leaving			
Notice period			
Main responsibilities of the job			

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Previous employment	
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Name of Employer	
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Employer Address	
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Job Title	
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Dates of employment	
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Reason for leaving	
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Main responsibilities of the job	
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Name of Employer	
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Employer Address	
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Job Title	
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Dates of employment	
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Reason for leaving	
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Main responsibilities of the job	
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References (relatives or friends cannot be your referees)			
Name		Name	
Status	Previous/current employer	Status	
Establishment		Establishment	
Address		Address	
Postcode		Postcode	
Telephone		Telephone	
Email		Email	

Education and Training (GCSE's and above and all training after leaving school)			
Qualification	Grade	Where obtained	When obtained

Skills, Knowledge and Experience
<p>Please use the space below to tell us more about your skills, knowledge and experience. Study the person specification – where something is listed as essential and you know you are well suited, tell us about an example of how you have used those skills or where your job (or hobby) gave you a particular type of valuable experience. We will use this information to decide who we will invite to the interview stage, so please make sure you tell us as much as possible that is relevant to the person specification and/or job description. Please feel free to add an additional page.</p>

Rehabilitation of Offenders Act

As a financial post, this role is exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so and failure to disclose such convictions could result in dismissal or disciplinary proceedings by HDSF. As a matter of policy, all staff and volunteers working for HDSF are appointed subject to successful Enhanced DBS clearance and satisfactory references. Any information will be treated confidentially.

Have you ever been convicted of a criminal offence by a Court of Law? Yes / No

If yes, please provide the briefest of details.