

**Herts Disability Sports Foundation**

**Job Application Form**

**Website: hdsf.co.uk**

(If you have too much information for the form – please feel free to attach more details)

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| **Position Applied For** | | Level 2 Apprentice | | | | | | |
| **Personal Details** | | | | | | | | |
| Surname |  | | | | First Name | |  | |
| Home Address |  | | | | Present Address  (if different) | |  | |
| Post Code |  | | | | Post Code | |  | |
| Telephone No. |  | | | | | | | |
| Date of Birth |  | | | | NI Number | |  | |
| Will you be able to arrange your own transport to Baldock & Welwyn? | | | | | | | YES / NO | |
| **Current/Last Employment** | | | | | | | | |
| Name of Employer | | |  | | | | | |
| Employer Address | | |  | | | | | |
| Job Title | | |  | | | | | |
| Dates of employment | | |  | | | | | |
| Reason for leaving | | |  | | | | | |
| Main responsibilities of the job | | |  | | | | | |
| **Education and Training** GCSEs and above and all training - both in school and outside of school | | | | | | | | |
| Qualification | | | | Grade | | Where obtained | | When obtained |
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| **Volunteering Experience** (please include all volunteering roles, no matter how short) | |
| 1. Volunteering role |  |
| Volunteering duties and responsibilities |  |
| Dates of volunteering | From to |
| What did you gain from the experience? |  |
|  |  |
| 2. Volunteering role |  |
| Volunteering duties and responsibilities |  |
| Dates of volunteering | From to |
| What did you gain from the experience? |  |

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| **Why would you like to train to be a L2 Bike Mechanic/Assistant Instructor with HDSF?** |
| Use this space to tell us more about why you want to become a Bike Mechanic and be part of HDSF; do you have an interest in bikes, how do you think the qualification could help you, have you experience of working with adults or children with disabilities, what are your hobbies? Include anything you think might show that you are suitable for this vacancy. |

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| **Two Referees** (relatives or friends cannot be your referees) | | | |
| Name |  | Name |  |
| Status |  | Status |  |
| Establishment |  | Establishment |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |

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| **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)** |
| **Rehabilitation of Offenders Act**  All posts in Schools (where we often work) are 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. 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 details** | |

Once completed, this form will be stored in a confidential manner by HDSF; password protected and access on an essential basis. If for any reason, you are not appointed to the role – all personal data will be disposed of securely after 3 months.

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**Once completed, please email this form to –** [**Sine@hdsf.co.uk**](mailto:Sine@hdsf.co.uk)

**If you have any difficulty completing the application form – email the address above and we’ll do our best to help.**