



GUIDANCE NOTES: Application Form

The Application Form

- The Application Form plays an important part in the selection process; decisions to shortlist candidates for interview are based **solely** upon the information you supply on your form and the form provides a basis for the interview itself.
- The Club operates a blind recruitment policy. The first and last page of your Application Form, your Equal Opportunities Form, Covering Letters, Emails, CVs, Presentations, and your Self Declaration Form are all detached from your application prior to shortlisting. The shortlisting panel will only be provided with your completed Application Form.
- Curriculum Vitae (CVs) will **not** be accepted. However, you may submit additional sheets with your Application Form for consideration.
- You may complete the form in writing or on a word-document but please use the appropriate headings and format. Your full application must be submitted in your application form, preferably in Word format.
- If you are unable to use the form in Word or paper format, any application must contain all the relevant sections of the Club's Application Form. Incomplete applications will not be considered.

Section 1: Personal Details

- Please give your surname and first name. You are not, however, required to provide your preferred title. If you have a title or other name you would like to be called (should you be called for an interview), you may at your discretion enter those details. Your personal details will be removed from the Application Form prior to shortlisting as we operate a blind recruitment policy. Please complete all sections of the personal details including your current address.

Section 2: Education and Professional Qualifications

- List membership of professional institutes, in-house courses, and professional qualifications if applicable. Essential qualifications will be checked on appointment to a post. All job offers are subject to evidence of qualifications.

Section 3: Present Post

- Please provide brief information in respect of responsibilities including reporting and management duties. This section should not be left blank unless the position you are applying for is your first job, in which case please say so.
- Should you be selected for the role "your reason for leaving or wishing to leave" may be verified when we take references per Section 7 below.



#PUSB



Section 4: Previous Employment

- Do not simply list the duties of your jobs. Please give a brief explanation of the main duties of your previous jobs, especially if these are relevant to the role you are applying for.
- Please provide dates in relation to previous jobs and it is important you confirm whether or not you have had material gaps in your employment. If you have, you must provide relevant details (on a separate sheet if necessary).

Section 5: Relevant Skills, Abilities, Knowledge, and Experience

- This section is vital.
- Think about what evidence you can provide to demonstrate you have the necessary skills, ability, knowledge, and experience required.
- You may have acquired these in a variety of ways e.g., through work, running a home, voluntary work, hobbies etc.
- Address each of the criteria separately and briefly outline how you meet each one, providing specific examples.

Section 6: Other information

- A simple list will suffice unless positions held, and the skills/experience attained, are directly relevant to the position for which you are applying.

Section 7: References

- Should you be selected for the role we will want to take up referees as outlined below. However, if possible, we would like to do this earlier in the process, although we will not take up references prior to making an offer of employment without your consent.
- *Employment references* – please provide referee/s details to cover recent relevant employment.
- *Academic references* – if you are a school leaver or graduate entrant and do not have any previous employment history, please supply the details of a school/college tutor.
- *Personal references* – if you have no previous employment, please give details of someone who can provide a character reference.
- We reserve the right to take up references from any previous employer.
- Coventry City Football Club staff are unable to be referees for new applicants.

Section 8: Declaration

- This section must be signed by the applicant. It is a declaration of the validity of the information in the application and confirms that misleading information would be sufficient grounds for terminating your employment. This section of the Application Form is removed prior to shortlisting.

Please return your completed Application Form, along with the completed Self Declaration, and Equal Opportunities Form to: HR@ccfc.co.uk