



# Angling Trust

## 1 Application For Employment

Title of post applying for **COMPETITIONS ADMIN ASSISTANT**

Post Ref CAA2021

### Personal

Title	Surname	First Name(s)
Any Previous Names		
National Insurance Number		
Address		
Town/City	Postcode	
Home Telephone	Mobile	
Home Email	Work Email	

## 2 Other Information

Do you require a work permit to work in the UK? Yes  No

Do you have any criminal convictions which are not spent? Yes  No

If yes please give details

**[Note: if this post requires a Disclosure and Barring Service check, all convictions (spent or otherwise) must be declared]**

Do you consider yourself to have a disability? Yes  No  If yes, nature of the disability

Are you related to or do you have any substantial connection with any employee of the Angling Trust?

Yes  No  If yes please give details

(This information is required to avoid bias during the selection process)

If you are applying for part-time or job share, please indicate the days and maximum number of hours you are able to work per week

Days                      Hours

Would you consider a full time post if yours is the only job share application? Yes  No

Note: The answers on page 1 to questions 1 and 2 will not be visible during the short-listing process.

### 3 Current Employment

Current Post. Please list main duties	Salary and Benefits	Length of notice required

### 4 Previous Employment

Please list details of employment starting with the most recent. It would be helpful to account for any 'gaps' in your employment history. Please add more rows if required.

Date		Name and Address of Employer	Job Title and Duties	Reason For Leaving
From	To			

## 5 Education and Qualifications

Qualifications will be verified on appointment

Course Date		Establishment Name	Title of Qualifications	Awarding Body	Result/Grade	Date Awarded
From	To					

## 6 Membership of Professional Bodies / Occupational Training

Membership of Professional Bodies	Dates/Grades
Please give details of any occupational or other relevant training	Date of attendance

## 7 References

<p>1. Name</p> <p>Capacity in which known</p> <p>Address</p> <p>Postcode</p> <p>Tel No.</p> <p>Email</p> <p>Can we approach this referee <b>prior</b> to the interview? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>2. Name</p> <p>Capacity in which known</p> <p>Address</p> <p>Postcode</p> <p>Tel No.</p> <p>Email</p> <p>Can we approach this referee <b>prior</b> to the interview? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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## 8 General

Do you have a car and valid driving licence?

Yes  No

Should you be selected for interview please indicate any dates it would be impossible for you to attend

There is no guarantee that re-convening the interview date will be possible and that being unable to attend for interview might mean foregoing the opportunity to be considered further.

If appointed when could you start work?

Where did you see this vacancy advertised?

## 9 Data Protection Statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of the legitimate interests of the business to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available on our website at [www.anglingtrust.net](http://www.anglingtrust.net).

## 10 Information in support of this application

Please provide a brief covering statement to explain why your personal qualities and experience suit you to this role. Following this, please provide examples which best demonstrate that you have the knowledge, skills and competence requirements listed in the job description, along with any other evidence to show that you would be suitable for the role.

NB. You are welcome to attach your CV to this application form, but all candidates must complete this section.

### **Please sign and date this form – Please type your signature if emailing**

I declare that the information I have given is to the best of my knowledge and belief true and complete

Signature

Date

Completed forms should be submitted to the HR & Business Manager at:

Angling Trust, The Old Police Station, Wharnccliffe Road, ILKESTON DE7 5GF

or by email to [stuart.sharp@anglingtrust.net](mailto:stuart.sharp@anglingtrust.net)

Angling Trust is committed to equity, diversity and inclusion across our organisation, our membership and our sport. We particularly encourage applications from women and people who identify as Black, Asian or from a Minority Ethnic background, who are currently under-represented within our organisation. We offer family friendly, flexible working arrangements. We are members of the Sporting Equals Charter and we are actively participating in the Sport England sponsored Inclusive Employers development programme.