

Employment Application Form

PRIVATE AND CONFIDENTIAL

**Date Received
(HR use only)**

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Please read these advisory notes before completing this form.

Equal Opportunities

The Royal Ocean Racing Club Limited (incorporating RORC Cowes and Seahorse Rating Limited) is committed to being an Equal Opportunities employer and applicants will be shortlisted based on how their skills, qualifications and experience best match the criteria listed in the Person Specification and Job Description.

Permanent employment is subject to completion of a satisfactory probationary period.

Right to Work

All successful candidates will be subject to Right to Work checks.

GDPR

All information supplied during the recruitment process will be treated in accordance with the Data Protection Act 1998 and GDPR 2018.

APPLICATION FORM

Part A – Personal Details

If completing by hand, please complete the questions below in capitals and black ink.

Position Applied For										
Where did you see this post advertised?										
Preferred Title	First Name				Last Name					
Have you ever been known by any other names? i.e. Maiden Name, change of name via Deed Poll										
Address			Contact Telephone Numbers							
			Home:							
			Mobile:							
			Work:							
National Insurance Number								Date of Birth (optional)		
Email Address:										
Special Requirements Do you have any specific requirements you wish us to take into account or reasonable adjustments which you would like us to make to enable you to attend a selection process. For example, you may have a temporary or permanent disability or medical matter and you may require additional facilities, adapted access or modified equipment or support to assist you.										
Do you hold a current UK Driving Licence?						Yes <input type="checkbox"/>			No <input type="checkbox"/>	
Do you have the right to live and work in the UK? Evidence will be required						Yes <input type="checkbox"/>			No <input type="checkbox"/>	
Do you require a VISA to work in the UK? Evidence will be required						Yes <input type="checkbox"/>			No <input type="checkbox"/>	

Part B – Employment

History and References

Name of current or most recent employer, work experience or volunteer placement

Name and Address of Employer				
Job Title:				
Salary and / or Grade:				
Date Appointed:		Date Left: State if still employed		
Reason for Leaving:		Notice Period:		
Summary of Role, Responsibilities and Achievements:				
Previous Employment				
Please ensure a minimum of a 3-year period is covered and account for any gaps in employment.				
Date (month/year)		Name of Employer	Job Role	Reason for Leaving
From	To			

References Please give details of two referees. One must be your present or most recent employer. Your second reference may be a character reference from a person of professional standing. References will only be obtained once a conditional offer of employment has been made and accepted and we have your express permission to approach your referees. Please continue on a separate sheet (if required) to cover the period requested.			
Reference 1		Reference 2	
Name:		Name:	
Position:		Position:	
Organisation:		Organisation:	
Tel No:		Tel No:	
Email:		Email:	
Address		Address	
Capacity / Relationship to you		Capacity / Relationship to you	
Conviction Declaration Convictions deemed 'spent' under the Rehabilitation of Offenders Act 1974 need not be disclosed. This requirement is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.			
Do you have any convictions to declare? If yes, please specify in boxes below. Continue on a separate sheet if needed.		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date	Conviction or Pending Criminal Proceedings		
Please note that if you are successful in your application, you will be required to disclose any new convictions arising during the course of your employment (including motoring offences.) <i>I confirm that I do not have any convictions that have not been declared and understand that failing to provide such information could lead to withdrawal of an offer of, or termination of, employment. I certify to the best of my knowledge, the information provided above is correct and complete.</i>			
Signature:		Date:	

Note: Knowingly making a false statement or withholding any relevant information may result in dismissal or withdrawal of any offer of employment. Please note that information you provide on this application form will be held in confidence by RORC under the terms of the Data Protection Act 1998.

Education

Please give details of any qualifications you have obtained which are relevant to the job you are applying for and the person specification.

Note: Proof of Qualifications maybe required, and evidence may form part of any conditional offer of employment.

School / College / University	Qualification	Result	Date Achieved

Training and Professional Courses

Please give details of any training or professional courses you have obtained which are relevant to the job you are applying for and the person specification.

Note: Proof of Qualifications may be required, and evidence may form part of any conditional offer of employment.

Course / Subject	Organising / Governing Body	Result	Date Achieved

What qualities, knowledge, skills and experience would you bring to this role?

This is a key part of the application form.

Referring to the job description and person specification, please demonstrate how your skills, qualifications and experience meet the requirements for this role.

It is recommended that you use the headings detailed on the job description as a starting point.

You may use experiences gained from within and/or outside the workplace to provide examples.

I certify to the best of my knowledge, the information given in this form is correct, accurate and complete.

Signature:

Date:

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