



APPLICATION FOR WORK

Position applied for:	
Position Type: Full-time/ Part-time/ Weekends/ Match days	
How did you become aware of the position?	

PERSONAL DETAILS:

Title (Mr/Mrs/Miss/Ms/other):	
Forename(s):	
Surname:	
Address Line 1:	
Address Line 2:	
Address Line 3:	
Postcode:	
Home number:	
Mobile number:	
E-mail address:	
National Insurance number:	
Do you have the right to work in the UK without restriction?	
Have you lived or worked abroad for a period of time exceeding 10 years? If yes, please provide dates and details of employer and location	
Do you hold a full, clean driving licence?	
Do you have any reasonable adjustments?	

PLEASE NOTE: Any offer you receive will be subject to proof of your eligibility of right to work in the UK (e.g. Passport, work permit), in accordance with the Asylum & Immigration Act 1995.

PRESENT/LAST EMPLOYMENT DETAILS

Name of employer:	
Nature of business:	
Job title:	
Dates employed (from & to, and reason for leaving if applicable)	
Salary (current or on leaving)	
Details of duties performed, responsibilities, skills used or learned, and any promotions. (continue on a separate sheet of paper if necessary)	
Reason for leaving:	
Notice required:	

PREVIOUS EMPLOYMENT

Company name	Job title	Date employed (From-to)	Reason for leaving
Please explain any gaps in your employment and dates: (Can you provide any evidence of this?)			

EDUCATION:

University, college, school or other place course studied:	Qualifications achieved	Grade Achieved
<i>(Start with the most recent and work back)</i>		

ADDITIONAL QUALIFICATIONS/TRAINING

Course title:	Training provider:	Duration:	Date completed:
Membership of Professional body/association:		Current status:	Date admitted:

STATEMENT

Please explain why you feel you are a suitable candidate for this role. You should demonstrate your skills, qualifications, achievements and personal qualities with the candidate specific role requirements. *(Please advise if you require additional sheet for your statement)*

REFERENCES

All appointments are subject to receipt of two satisfactory references. Please provide details of two referees, this must be current/previous line managers who should have knowledge of your work performance.

Referee 1

Name:	
Job title:	
Company:	
Address:	
Contact numbers:	
E-mail address:	
Job role in which you were employed:	
In what capacity is this referee known to you?	
Dates of employment:	

Referee 2

Name:	
Job title:	
Company:	
Address:	
Contact number(s):	
E-mail address:	
Job role in which you were employed:	
In what capacity is this referee known to you?	
Dates of employment:	

Do you give permission to make contact with your referees prior to any job offer?	
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SELF-DECLARATION

Rehabilitation of offenders Act 1974/Safeguarding vulnerable groups

- A. If the role for which you are applying is not exempt from the Rehabilitation of offenders Act 1974, you only need to provide details about previous convictions and cautions which are unspent.
- B. If the position for which you are applying may involve contact with vulnerable groups, it is exempt from the Rehabilitation of offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about Police cautions, bind-overs, or any criminal convictions, including any that would be considered 'spent' under the act.

Please note that if your application is successful *and* you will have direct contact with children and or adults at risk, you will be required to obtain a DBS disclosure at the appropriate level.

Do you have any unspent convictions or cautions? If yes, please provide full details.	
Have you ever been charged, convicted or cautioned of any criminal offence? If yes, please provide full details.	
Are you currently the subject of any on-going criminal investigations or awaiting the outcome of any charges pending against you? If yes, please provide full details.	
Are you currently the subject of any on-going local authority/civil or family court proceedings or awaiting the outcome of any such proceedings? If yes, please provide full details.	
Are you a person who has been, or currently barred from working with children or other vulnerable groups? If yes, please provide full details.	

I certify that the information supplied in this application and an associated attachment is complete and accurate and that I have not knowingly withheld information that might adversely affect my chances of working for Crystal Palace Football Club (the Club).

I understand that any failure to disclose information, or any attempt to mislead the Club could result in the withdrawal of any offer of appointment, or lead to disciplinary action being taken, including dismissal, and possible criminal action prosecution.

I authorise the Club to investigate my references, work records, education criminal background and other matters relating to the suitability of me working for the Club. In accordance with the Data Protection Act 1998, I agree that the Club may hold and use personal information about me and keep in touch with me should suitable vacancies come available in the future. This information, including that contained in the form, can be stored on both manual and computer files. It will be held securely and only accessed by authorised personnel.

I can confirm that I have read and understood the above declaration, and agree to the Club holding and processing this information.

Crystal Palace Football Club is an equal opportunities employer and welcomes applications from all such sections of the community. The Equality policy can be viewed on the club website.

Print Name:	
Signed:	
Date:	

Completed forms should be returned to:
Karen Alford
HR Department, CPFC Ltd, Selhurst Park Stadium
London, SE25 6PU
Email: recruitment@cpfc.co.uk