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**Employment Application form**

APPLICATION FOR THE POST OF **Trainee Instructor**

When completed this form should be returned, marked 'Private and Confidential',

to: Hannah Trent, Watersport Activity and Resources Manager, All-Aboard Watersports, Baltic Wharf, Cumberland Road, Bristol BS1 6XG

or email to: operations@allaboardwatersports.co.uk

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| **PERSONAL DETAILS** |
| **Title:** | **Surname:** | **Other names in full:** |
| **Date of birth:** |

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| **ADDRESS** |
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| **TELEPHONE, FAX AND E-MAIL** |
| HomeTel:Fax:E-mail:Mobile: | WorkTel:Fax:E-mail:(please state if you do not wish to be contacted at work) |
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| **Do you hold a valid UK driving licence?**  | YES / NO  |
| Do you have any unspent convictions (including motoring offences)?If yes, give brief details | YES / NO |
| Having a criminal record will not necessarily bar you from working with (organisation). This will depend on the position applied for and the nature of your offence. If you are applying for a position involving contact with children or vulnerable adults you will be required, at the offer stage, to apply for a Criminal Records Bureau Standard/Enhanced Disclosure.  |

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| **If invited for interview what day of the week can you attend?** | **HOW DID YOU HEAR OF THIS VACANCY?** |

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| **EDUCATION AND TRAINING** |
| Secondary School, College/ University and/or Training Centres attended | **Dates** | **Academic and/or Vocational Qualifications** |
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| **SUMMARY OF PAST EXPERIENCE (start with most recent)** |
| Name of organisation, position held, salary, dates | Brief description of responsibilities and duties |
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| **Please state how you think your skills and experience match the requirements of this role and give your reasons for applying.**  |
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| **OTHER RELEVANT INFORMATION** |
| Recreational interests, hobbies, voluntary or community work |
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| **REFERENCES** |
| Please give names and addresses of two persons to whom application for a reference may be made. At least one should have first-hand knowledge of your previous work with children. References from relatives will not be accepted. Please indicate if you do not want us to seek a reference from any of your referees before interview or before an offer of employment. |
| **NAME ADDRESS and email** | **CAPACITY IN WHICH KNOWN TO YOU** |
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| **DECLARATION** |
| Data Protection Act In order to recruit to this post *All-Aboard Watersports*  will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants. |
| Consent I consent to the processing of personal information in the way described.Declaration I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application. |
| Signature: | Date: |

**Self-disclosure form**

Self-disclosure form for applicants for posts involving contact with children and/or vulnerable adults

All-Aboard Watersports is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection policy, we require applicants for posts involving contact with children to complete this self-disclosure form. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

**Name** …………………………………………………………………………………………..

**1.** **Have you ever been convicted of any criminal offences?** YES NO

 **If yes, please supply details of any criminal convictions.**

Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including ‘spent’ convictions, cautions, warnings and reprimands.

**2. Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children?**

 YES NO

**If yes, please supply details.**

**3. Have you ever had any disciplinary sanction relating to child abuse?**

 YES NO

**If yes, please supply details.**

Declaration I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for cancelling my appointment. I understand that I may be asked to apply for a Criminal Records Disclosure and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Signed: ………………………………………………………….. Date: ……………………………

Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian

**Equality and Diversity Monitoring Form**

All-Aboard Watersportswants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation’s Human Resources section.

Please return the completed form in the envelope marked ‘Strictly confidential’ to **Hannah Trent, Watersport Activity and Resources Manager, All-Aboard Watersports, Baltic Wharf, Cumberland Road, Bristol BS1 6XG**

**Gender** Male 🗆 Female 🗆 Prefer not to say 🗆

**Are you married or in a civil partnership?** Yes 🗆 No 🗆 Prefer not to say 🗆

**Age** 16-24🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆

50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 Prefer not to say 🗆

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆

British 🗆 Gypsy or Irish Traveller 🗆 Prefer not to say 🗆

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆 Prefer not to say 🗆 Any other mixed background, please write in:

***Asian/Asian British***

Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆 Prefer not to say 🗆

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African 🗆 Caribbean 🗆 Prefer not to say 🗆

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab 🗆 Prefer not to say 🗆 Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes🗆 No 🗆 Prefer not to say 🗆

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your current working pattern?**

Full-time 🗆 Part-time 🗆 Prefer not to say 🗆

**What is your flexible working arrangement?**

None 🗆 Flexi-time 🗆 Staggered hours 🗆 Term-time hours 🗆

Annualised hours 🗆 Job-share 🗆 Flexible shifts 🗆 Compressed hours 🗆

Homeworking 🗆 Prefer not to say 🗆 If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None 🗆 Primary carer of a child/children (under 18) 🗆

Primary carer of disabled child/children 🗆

Primary carer of disabled adult (18 and over) 🗆 Primary carer of older person 🗆

Secondary carer (another person carries out the main caring role) 🗆

Prefer not to say 🗆