

Stadium MK Group Limited and MK Dons Community Trust

Application for Employment.

Please read the supporting guide before completing this form. Please complete all section below in the boxes provided, incomplete forms will not be processed for shortlisting.

Position Applied for	
Business Area	
Where did you see the role advertised?	

Personal Details

Full Name	
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Have you ever been known by any other name?

Yes ☐

No ☐

If yes, please provide the details below

Address	
Postcode	
Landline number	
Mobile number	
Email number	

How do you prefer to be contacted?

☐ Landline

☐ Mobile

☐ Email

Eligibility to work in the UK

Under the immigration, Asylum and Nationality Act 2006, we are required to obtain proof of your right to live and work in the United Kingdom. You will therefore be requested to produce the appropriate documentation should your application be shortlisted.

Are you entitled to live and work in the UK?

☐ Yes

☐ No

Sharer Code (if applicable)	
National Insurance Number	

Employment History

You must provide a minimum of 10 years' worth of employment history where applicable. Please list all posts starting with the most recent, this includes all full time, part time and volunteer positions. If required, please continue on the additional sheets provided.

If you are applying for a safer recruited position, you must provide full employment history from the age of 16. Failure to provide these may result in your application not being successful.

This is my first job since leaving education.

☐ Yes

☐ No

Current / Most recent employer

Employer's name	
Employer's address	
Postcode	
Telephone number	
Email address	
Position held	
Please provide a brief summary of duties	

Notice period	
Start Date (mm/yy)	
End Date (mm/yy)	

Reference details provided.

Yes ☐

No ☐

Employment History - 1

Employer's name	
Employer's address	
Postcode	
Telephone number	
Email address	
Position held	
Please provide a brief summary of duties	
Start Date (mm/yy)	
End Date (mm/yy)	

Reference details provided.

Yes ☐

No ☐

Employment History - 2

Employer's name	
Employer's address	
Postcode	
Telephone number	

Email address	
Position Held	
Please provide a brief summary of duties	
Start Date (mm/yy)	
End Date (mm/yy)	

Reference details provided.

Yes ☐

No ☐

Employment History - 3

Employer's name	
Employer's address	
Postcode	
Telephone number	
Email address	
Position held	
Please provide a brief summary of duties	
Start Date (mm/yy)	
End Date (mm/yy)	

Reference details provided.

Yes ☐

No ☐

Gaps in employment history

Stadium MK Group Limited requires you to provide a minimum of 10 years' worth of employment history or in the case of a safer recruited post, you are required to provide full work history from the age of 16. We understand that there may be instances where there are gaps in employment, and we kindly request you to provide full details of all gaps exceeding one week in duration.

Failure to provide these may result in your application not being successful.

Start Date (mm/yy)	
End Date (mm/yy)	
Detailed reason for gap	

Start Date (mm/yy)	
End Date (mm/yy)	
Detailed reason for gap	

Start Date (mm/yy)	
End Date (mm/yy)	
Detailed reason for gap	

References

Stadium MK Group Limited aim to place only the right people in the right positions and to assist us in fulfilling this aim, please provide details below of **at least two people and covering a minimum of a two-year period** who can provide information that will confirm your suitability for this post. One person **must be your current or most recent employer**.

Employment references must be provided by those in a managerial position who can provide factual information regarding your employment with them. In the absence of such details please provided full contact details for the employer's HR department.

Reference's will not be accepted from relatives or people writing in the capacity of friends.

Two satisfactory references form part of any job offer and failure to provide these may result in your application not being successful.

Current or most recent employer

Employer's name	
Referee's name	
Referee's position	
Business Telephone number	
Business email address	
Your relationship to Referee	

Previous Employment – 1

Employer's name	
Referee's name	
Referee's position	
Business Telephone number	
Business email address	
Your relationship to Referee	

Previous Employment - 2

Employer's name	
Referee's name	
Referee's position	
Business telephone number	
Business email address	
Your relationship to Referee	

Previous Employment – 3

Employer's name	
Referee's name	
Referee's position	
Business telephone number	
Business email address	
Your relationship to Referee	

May we contact these referees once an offer of employment has been made?

Yes

☐

No

☐

Education

Please list all education establishments and qualifications received from the age of 11.

You will be required to provide evidence of qualifications essential to the position.

School/College/ Education	
Start Date (mm/yy)	
End Date (mm/yy)	
Subject	
Results	

School/College/ Education	
Start Date (mm/yy)	
End Date (mm/yy)	
Subject	
Results	

School/College/ Education	
Start Date (mm/yy)	
End Date (mm/yy)	
Subject	
Results	

Job related training / CPD

Please list all relevant training attended.

You will be required to provide evidence of training essential to the position.

School/College/ Education	
Start Date (mm/yy)	
End Date (mm/yy)	
Subject	

School/College/ Education	
Start Date (mm/yy)	
End Date (mm/yy)	
Subject	

School/College/ Education	
Start Date (mm/yy)	
End Date (mm/yy)	
Subject	

Do you hold any Professional Memberships relevant to the post?

Yes ☐

No ☐

If yes, please provide details

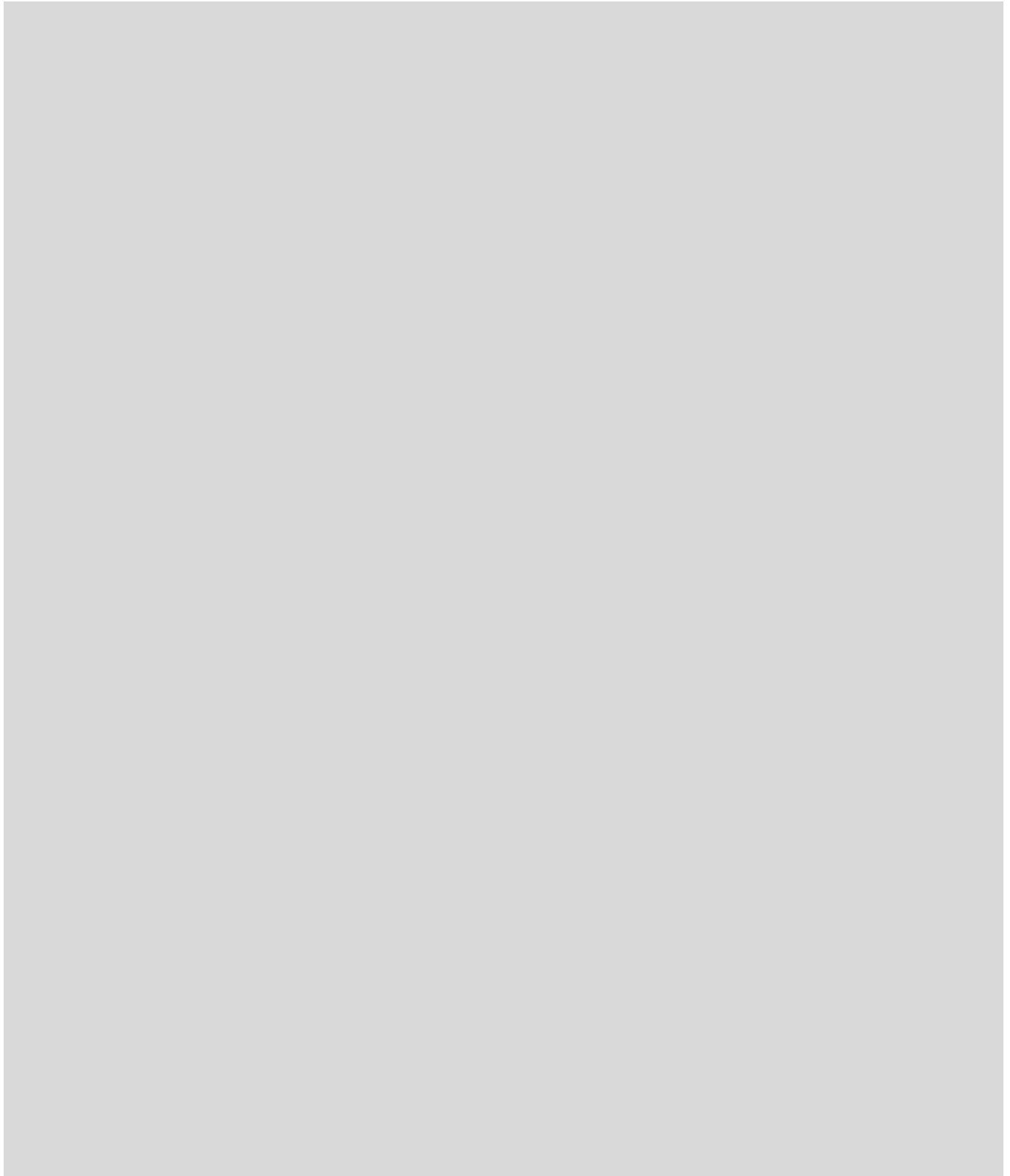
Membership Number		Expiry Date (mm/yy)	
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Supporting Statement

Please describe how your skills, abilities, experience and qualifications meet the essential criteria of the role you are applying for as detailed in the job description and person specification.

Please continue on the additional sheet provide in the guide.

This is an essential element of your application, failure to complete may result in your application not being successful.



Safeguarding Disclosure

Stadium MK Group Limited is committed to safeguarding the welfare of children and adults at risk and requires all employees to share this commitment and promote the welfare of these groups.

All applicants are asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). A conviction will not necessarily bar you from obtaining employment. However, failure to disclose any criminal convictions, in the event of your employment, may result in disciplinary action or dismissal without notice.

Applicants for safer recruited positions are obliged to provide details of criminal records, including spent convictions as the successful applicant will be subject to checks by the Disclosure and Barring Service, and employment referencing. In such cases, employment will only commence once satisfactory DBS check and employment references are received.

Any information given will be treated as confidential and only considered in line with the position applied for.

Disclosure of criminal convictions

- | | | |
|---|------------------------------|-----------------------------|
| 1) I consent to an enhanced level of check with Children's and/or Adults barred list check relevant to the post | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2) I have spent and / unspent criminal convictions | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3) Have you, at anytime, received and / or had a pending conviction? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4) Are you currently barred from working with children or adults at risk? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5) Are you subject to any sanctions imposed by a regulated body and / or have any other action pending against you? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If you have answered YES to any of the questions 2 – 5 above, you must attach further details on a separate sheet stating all spent and unspent criminal convictions, cautions, reprimands, reason for being barred, sanctions being imposed or action pending. Failure to do so may result in your application not being successful.

Data Protection

Stadium MK Group Limited aims to respect the privacy of the individual and has implemented strict procedures to protect the individual's rights under the Data Protection Act 2018. By submitting this application, you consent to us holding, processing and disclosing your personal information (including sensitive personal data within the meaning of the Act) for the purpose of efficiently administering our business and in order to process your application. Personal data will only be disclosed to third parties, unless required by law, with the consent of the individual concerned.

Please note that information supplied to us for the purposes of recruitment may be retained in a confidential file for a maximum period of six month and will be securely disposed of thereafter.

Do you know anyone who works within Stadium MK Group Limited?

Yes

☐

No

☐

If yes, please provide their details below

Employee name	
Employee position	
Your relationship to employee	

Have you previously worked for us?

Yes

☐

No

☐

If yes, please provide their details below

Start Date (mm/yy)	
End Date (mm/yy)	

If successfully shortlisted for interview, do you require any reasonable adjustments to fully participate?

Yes

☐

No

☐

Declaration

I certify, by signing this form, that the information given is factually correct and without omission to the best of my knowledge.

I understand that the information from this form will be computerised for employee administration purposes in accordance with the Data Protection Act 2018. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime.

Signature	
Date (dd/mm/yy)	

Please note, that should any information provided in the application form be found to be false, should there be any willful omission or suppression of information directly relevant to the position, or failure to conform to any of the organisation's policies, this may lead to the withdrawal of the offer of employment, or the subsequent termination of your employment.

Please return electronically to: careers@stadiummk.com by 5pm on the specified closing date. We ask that you title your email with the job title and your full name to assist with the recruitment process.