

## APPLICATION FOR EMPLOYMENT

STADIUM MK GROUP LIMITED & MK DONS SPORT AND EDUCATION TRUST

Full Name	
Any former names	
Role applying for	
Closing date	
Where did you see the role advertised?	

- Please complete each section below in the boxes provided.
- Please remember to refer to the Job Description and Person Specification for the role you are applying for.
- When completing the Professional Expertise/Experience section, please give clear and concise examples using a maximum of 2 pages of A4.
- You must provide 10 years worth of work history where applicable. Please use a sheet of A4 should you need to detail your roles, to include, full-time, part-time and volunteering.
- Please use one Application Form per post applied for.
- Please note that when typing or inserting text into a table the table size will increase. Either turn the insert button off or re-format when your text has been completed.

Personal Details	
Address	Home No.
	Mobile
Postcode	Email
How do you prefer to be contacted?	<input type="checkbox"/> Email <input type="checkbox"/> Mobile
Eligibility to work in the UK. Do you require a work permit?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If required, do you hold a valid work permit?	
Type	
Expiry Date	

### REFERENCES

Please provide full contact details of two work related referees, one of whom must be your current employer or, if not currently employed, your most recent employer. References must cover your last 2 roles. Please continue on a separate sheet if you have held more than two roles during this period. References will only be taken up for successful candidates and will not be contacted until an offer of employment has been made. All offers of employment are conditional and subject to satisfactory references and pre-employment checks.

CURRENT/MOST RECENT EMPLOYER	
Title and Name	Title and Name
Position	Position
Address	Address
Postcode	Postcode
Working Relationship	Working Relationship
Daytime Telephone	Daytime Telephone
Email	Email
Fax	Fax
May we contact this referee once an offer of employment is made? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EDUCATION AND QUALIFICATIONS			
Schools	From	To	Examinations taken - Results - Grades

TECHNICAL, PROFESSIONAL, OCCUPATIONAL OR COMMERCIAL TRAINING			
College/Institute	From	To	Type of training - Qualification(s) gained

Other Continuous Professional  
Development relevant to application:

Membership Number:

Expiry Date:

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

Yes      No

If YES, please provide their name and position and the nature of your relationship to them?

Have you previously worked for us?

Yes      No

If YES, what were your dates of employment?

EMPLOYMENT HISTORY (STARTING WITH YOUR CURRENT OR MOST RECENT EMPLOYER).  
AN EXPLANATION SHOULD BE GIVEN FOR GAPS IN EMPLOYMENT.

Present or last employer, name and address, type of business

Dates employed

Position(s) held

Brief description of duties

Reason for leaving

Current Salary £

Period of Notice

Present or last employer, name and address, type of business

Dates employed

Position(s) held

Brief description of duties

Reason for leaving

Current Salary £

Present or last employer, name and address, type of business	
Dates employed	
Position(s) held	
Brief description of duties	
Reason for leaving	Current Salary £

<b>IT SKILLS:</b>
Please provide full details of your IT Skills & competencies:

<b>PROFESSIONAL EXPERTISE/ SKILLS AND EXPERIENCE:</b>
Please describe how your skills and experience meet the key accountabilities of the role as detailed in the Job Description and Person Specification.

### DISCLOSURE OF CRIMINAL CONVICTIONS

To apply for any position within our organisation you are required to disclose any UNSPENT criminal convictions under the Rehabilitation of Offenders Act 1974.

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

<b>I DO NOT HAVE ANY UNSPENT CONVICTIONS</b>
If you do have unspent convictions please give details...

### REHABILITATION OF OFFENDERS ACT 1974

Because of the nature of our work some of our posts involving work with children or adults at risk are exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Where posts require applicants to work with children and adults at risk ("designated roles"), this will be stated in the job advertisement.

### SAFEGUARDING STATEMENT

StadiumMK Group Ltd. is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action.

Applications for "designated roles" are therefore 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.

Employment will only commence once satisfactory DBS check and employment references are received.

**IF YOU ARE APPLYING FOR A DESIGNATED ROLE, HAVE YOU AT ANY TIME RECEIVED, OR HAD PENDING, A CONVICTION?**

If yes, please give details

I consent to an Enhanced level check with Children's and/or Adult's barred list check

Any information given will be confidential. We would like to stress that having a conviction will not necessary prevent you from gaining employment with us.

**BAME DECLARATION (FOR FOOTBALL POSTS ONLY)**

EFL has introduced positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethnic (BAME) backgrounds. New regulations require Clubs to shortlist at least one suitably qualified BAME candidate (where an application has been received) for all roles in football that require a UEFA A or UEFA B Licence.

Do you consider your ethnicity to fall within one of the following definitions?

Black / Asian / Other Minority Ethnic (i.e. from any other ethnic group that is not 'White British')

YES  NO

**DATA PROTECTION**

We undertake to respect the privacy of the individual and has implemented strict procedures to protect the individual's rights under the General Data Protection Regulation 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 purposes 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 months and will be securely disposed of thereafter.

**DECLARATION**

I declare that, to the best of my knowledge and belief, the information provided is correct.

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

**Signature:**

**Date:**

\* Please note this form can be submitted electronically (without signature), but if you are short-listed and attend interview, you will be required to bring a signed copy of your application form with you on the day.

**Please return electronically to the: [careers@stadiummk.com](mailto:careers@stadiummk.com) by 4PM on the specified closing date. To assist with the recruitment process, please title your email with the post reference, post title, team or region and your name.**