**The Harlequins Foundation Application Form**

Please ensure you complete all of this form as accurately as possible. Shortlisting for the position you are applying for, will be based on the information you provide on this form. As such, we encourage you to give as much detail as possible relating to your skills, experience and qualifications that are relevant to the position you are applying for.

To apply for this role, please send the completed application form and covering letter outlining how you meet the requirements of the role to [foundation@quins.co.uk](mailto:foundation@quins.co.uk)

Please note the CV’s will **NOT** be considered, neither will applications received after the closing date.

Please note if you are not contacted within two working days of the closing date you will not be offered an interview.

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| **Positions Applied for:** |  |
| **Reference No:** |  |

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| **Personal Details:** | |
| **Full Name:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Home Phone No:** |  |
| **Mobile No:** |  |
| **Email Address:** |  |

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| **Driving License:** | | |
| **Please check the appropriate box.** | **Yes** | **No** |
| **Do you have a full driving license?** |  |  |
| **Do you have use of a car?** |  |  |

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| **Employment History:** | | | |
| **Company:** |  | **Position:** |  |
| **Description of Duties:** |  | | |
| **Dates of Employment:** | **From:**  **To:** | **Salary:** |  |
| **Reason for Leaving:** |  | | |

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| **Company:** |  | **Position:** |  |
| **Description of Duties:** |  | | |
| **Dates of Employment:** | **From:**  **To:** | **Salary:** |  |
| **Reason for Leaving:** |  | | |

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| **Company:** |  | **Position:** |  |
| **Description of Duties:** |  | | |
| **Dates of Employment:** | **From:**  **To:** | **Salary:** |  |
| **Reason for Leaving:** |  | | |

N.B – Continue on additional sheet as required.

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| **Education and Qualifications:** | |
| **Educational Establishment** | **Qualifications Achieved** |
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N.B – Please ensure you include all qualifications relevant to the position you are applying for. It is our policy to verify these qualifications if you are successful and they are deemed relevant to the role.

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| **Experience:** |
| **Please give details of your experience below and outline why you feel you meet the requirements for this position?** |
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| **References:** | | | |
| Please provide at least two references from your previous employment covering the last five years, most recent first. References will only be requested upon the acceptance of any offer of employment with The Harlequins Foundation.  Referees will be required to confirm your suitability to work with children and/or vulnerable adults. | | | |
| **Name:** |  | **Name:** |  |
| **Company:** |  | **Company:** |  |
| **Address:** |  | **Address:** |  |
| **Postcode:** |  | **Postcode:** |  |
| **Contact No:** |  | **Contact No:** |  |
| **Email Address:** |  | **Email Address:** |  |

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| --- | --- | --- | --- |
| **Name:** |  | **Name:** |  |
| **Company:** |  | **Company:** |  |
| **Address:** |  | **Address:** |  |
| **Postcode:** |  | **Postcode:** |  |
| **Contact No:** |  | **Contact No:** |  |
| **Email Address:** |  | **Email Address:** |  |

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| **Convictions:** | | |
| N.B - Positions that involve direct contact with children and/or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. | | |
| **Have you ever been convicted of a criminal offence?** | **Yes** | **No** |
|  |  |

If you have answered ‘Yes’, please supply details of any unspent convictions in a sealed envelope marked “Confidential” and attach to this form. If the post applied for is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared although protected cautions and protected convictions do not need to be declared. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

The Harlequins Foundation is committed to the safeguarding of its staff, volunteers, children and vulnerable adults. Any potential job offer is subject to satisfactory references and an Enhanced Disclosure and Barring Service (DBS) check.

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| **General Information:** | |
| **Are there any restrictions on your right to work in the UK?** |  |
| **If you have answered yes to the above questions, please state restrictions and the expiry date of any permissions.** |  |
| **How much notice are you required to give your current employer?** |  |
| **Do you have any holidays already planned?** |  |
| **Do you have/will you have any other employment or work (including any casual, paid, unpaid, voluntary or charity work)?** |  |
| **Do you know anyone who currently works for The Harlequins Foundation or Harlequin FC.** |  |
| **If you have answered yes to the above questions, please name them.** |  |

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| I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal. | |
| **Signed:** |  |
| **Name:** |  |
| **Date:** |  |