



JOB APPLICATION FORM

Job Title:

Where did you see the job advertised or hear about it?

Careers in Racing Website Word of mouth Newspaper Other: _____(name)

Section 1: Personal Information

Title:	First name(s):
Last name:	Any former names used (in full):

Nationality:

National Insurance number:

Address:
Postcode:

Contact telephone numbers:	Email:
Daytime:	
Evening:	
Mobile:	

Section 2: How you match the Job Description needs

A copy of the Job Description is attached, for the role for which you applied. Please use this section to provide evidence of how you meet the criteria required within the description and to provide a supporting statement, enlarging on the information provided elsewhere in this application form. You should indicate any special areas of interest and give clear examples of your previous responsibilities and achievements. Examples could come from paid or unpaid work or any other activities that you have undertaken that you feel are relevant to the job you are applying for.

You should also use this section to include other information about why you want the job and anything else you wish to say.

If you are hand writing your form, please continue on a separate sheet if necessary (clearly marking your name and the job for which you are applying on each separate sheet).

PREVIOUS EMPLOYMENT: (Give details of additional employments on a separate sheet if necessary)

Dates: From: To:	Name of employer:	Post held:	Salary/wage:
Brief description duties:		Reason for leaving:	

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Section 4: Qualifications and Training

Date: (mm/yyyy)	Examination type e.g. GCSE, A-level	Subject(s), list in the box below	Grade achieved (list in the box below)

Further and Higher Education (degree, diploma, BTEC, NVQ, professional qualifications)

Date: (mm/yyyy)	Qualification and examining body	Subject(s)	Pass level or grade

Other relevant qualifications or training including membership of professional bodies, relevant courses attended recently and driving licence(s) held (if relevant to the post applied for):

Please be aware that proof of qualifications identified as essential to the role, including driving licence, will be required.

Personal interests/Hobbies (if relevant to the post applied for):

Section 5: Declarations

Entitlement to work in the UK

Are you currently eligible to work in the UK? Yes No

If **Yes**, are there conditions attached (e.g. time limits)? Yes No

If **Yes**, please give details:

To comply with the Immigration, Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines. **DO NOT send anything now. Further information will be sent to you should you be invited for interview.**

Police and Criminal Record

The job you are applying for has been identified as, potentially, involving supervising, training, caring for or otherwise connected with young people or people with special needs. In view of this, you must declare all* criminal convictions, cautions, bind-overs, probation orders, community rehabilitation orders, absolute or conditional discharges, reprimands and warning even where they are ‘spent’ as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations. You are also required to give details of any cases pending (or where you have reported for consideration of possible prosecution). An enhanced Disclosure & Barring Service (DBS) certificate with a check of the children’s barred list will also be required.

* The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found a the Disclosure and Barring Service website <https://www.gov.uk/government/publications/dbs-filtering-guidance>

Details of criminal convictions, cautions and/or bindovers, probation orders, community rehabilitation orders, absolute or conditional discharges, reprimands or warnings, and any cases pending:
Please state ‘None’ if appropriate, or continue on a separate sheet if necessary, clearly marking your National Insurance number and the post you are applying for on each sheet.

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Section 6: References

Please give the names and contact details of at least two referees who have knowledge in a professional capacity. One of them must be your current/most recent employer or tutor and your references **MUST cover all employment and/or any voluntary work in the past five year period**. References should be provided by the Head of the establishment. Give details of additional referees on a separate sheet if necessary.

Reference 1:
(must be current or most recent employer)

Organisation:

Name:

Address:

Postcode:

Email:

Tel:

Employer Educational

Reference 2:
(must be a previous employer/tutor)

Organisation:

Name:

Address:

Postcode:

Email:

Tel:

Employer Educational

Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below:

Reference 1: Yes No

Reference 2: Yes No

Section 7: Health

Please give information relating to any medical condition or disability which may require us to make a reasonable adjustment to the recruitment process in order to facilitate your application:

Section 8: Declaration and Data Protection Statement

I consent to the Injured Jockeys Fund (IJF) carrying out checks, and using information provided from the checks and this application form when making a decision about my suitability to work with, or be in regular contact with, young people/people with special needs.

I give consent for the IJF to carry out checks and use the information from the declaration and consent form and third party information prescribed in regulations made under the Safeguarding Vulnerable Groups Act 2006, to make a decision about my suitability.

I consent to the IJF carrying out a Disclosure and Barring Service (DBS) check if my application is successful, or an online status check if I am registered for the DBS Update Service.

I understand that the IJF will share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature.

I understand that it is an offence to make a statement which is false or misleading in an application for employment.

To the best of my knowledge, the information I have supplied on this form and any attachments, is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal. I consent to the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees/previous and/or current employers.

Signed: **Date:**

Details of your application, including your personal details, will be stored on our systems and database for up to 3 months following completion of this recruitment process (longer for successful applications).

Completed application forms to be returned to: Maddie@ijf.org.uk or

Ms Maddie McNaught
EA & Office Manager
Injured Jockeys Fund
Peter O’Sullivan House
7A Newmarket Road
Newmarket
Suffolk
CB8 7NU