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# Stocksbridge Community Leisure Centre

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# Front Of House Coordinator/Administrator

# Job Application Form

**Stocksbridge Community Leisure Centre (SCLC) requires that all sections of the Job Application Form are completed in full.**

**If you write in any section of the Job Application Form “see attached sheet or CV”, or if you send a CV in place of a Job Application Form, we shall, with regret, be unable to consider these as valid applications. You may, however, attach continuation sheets if necessary.**

**We request you complete the Equal Opportunities Monitoring Form to help SCLC promote equality of opportunity in employment. Our recruitment policy operates on the merit principle, i.e. we select the best person for the job regardless of religious or other beliefs.**

**We would like you to know that only the Job Application Form is considered by the Recruitment Panel, who short-list and interview for vacancies.**

**Desirable criteria may be used by the panel for shortlisting purposes if required.**

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| **Vacancy Details** | |
| **Post Applied for:** | Front of House Co-ordinator/Administrator |
| **Closing Date** | Monday 4th March – 5.00pm |
| Email completed Job Application Form and an Equal Opportunities Monitoring Form to [reception@stocksbridgeclc.co.uk](mailto:reception@stocksbridgeclc.co.uk) | |

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| **Position Applied For – Working Hours** |
| Please tick the position you would like to apply for:  **Full Time:** ⬜ **Part Time/Job Share**: ⬜ |
| If applying for Part-time/Job Share please indicate the shifts which you would be available to work and the total hours applied for:-  Monday: 3.30 pm - 9.30 pm - ⬜  Tuesday: 3.30 pm - 9.30 pm - ⬜  Wednesday: 3.30 pm - 9.30 pm - ⬜  Thursday: 3.30 pm - 8.00 pm - ⬜  Friday: 3.30 pm - 9.30 pm - ⬜  Saturday: 7.00 am - 12.00 noon - ⬜ 12.00 noon - 6.30 pm - ⬜ |
| **Total Number Of Hours Applied For:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal Details** | | | | |
| Title |  | | | |
| Surname |  | | | |
| Forename(s) |  | | | |
| Address for correspondence |  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | Postcode: | |
| Telephone | Home: | | | |
| Mobile: | | | |
| Email address |  | | | |
| Fax |  | | | |
| Other contact |  | | | |
| National Insurance no. |  | | | |
| Do you need a work permit to take up this appointment? | YES / NO | Are you a UK or EU/EEA national? | | YES / NO |
| Please give details of any dates that you would not be available for interview: |  | | | |

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| --- | --- |
| **Personal Health** | |
| Have you ever had any serious illnesses?  If so, please give details | YES / NO |
| Are you in good health now?  Please give the number of days lost through sickness in the past 12 months and comment on this if you wish. | YES / NO |

**Education**

Please continue on a separate sheet if necessary

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary School** | | | |
| Name and Address of School | From | To | Qualification gained, subject, grade and date |
|  |  |  |  |
| **Further, Higher and/or Professional Education** | | | |
| Name and address of College / University | From | To | Qualification gained, subject courses studied and grade |
|  |  |  |  |
| **Professional / Vocational Qualifications, Memberships and Awards** | | | |
| Please give details of any qualifications you may have achieved and courses you have undertaken which you feel are relevant to the advertised role. | | | |
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| --- | --- | --- |
| **Current Employment** | | |
| Name, Address and Telephone No of Employer | Date(s) employed | Salary |
|  |  |  |
| Position held | | |
| Outline of duties and responsibilities: | | |
| Notice period: | | |
| Reason for leaving: | | |
| **Former Employment(1)** | | |
| Name, Address and Telephone No of Employer | Date(s) employed | Salary |
|  |  |  |
| Position held | | |
| Outline of duties and responsibilities: | | |
| Reason for leaving: | | |
| **Former Employment (2)** | | |
| Name, Address and Telephone No of Employer | Date(s) employed | Salary |
|  |  |  |
| Position held | | |
| Outline of duties and responsibilities: | | |
| Reason for leaving: | | |

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| **Experience** |
| Please complete the following questions and base your answers on your own experience.  Give an example of when you have exceeded a customer’s expectations. |

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| --- |
| Give an example of when you have overseen a reception area.  Please provide us with the following: The background to your example, what your job was, what areas you were responsible for overseeing, and detail the standards that you maintained. |
|  |
| Please provide us with the following: The background to your example, what your job was, what did to deliver outstanding service, how you know that you had exceeded the customer’s expectations, and what the outcome was. |
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| Give an example of when you have made a positive contribution to a team.  Please detail the following: The background to the example, what your contribution was, and what was the result. |
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| Please list your leisure time activities and interests, including membership of societies, clubs, voluntary work or other organisations, together with any office held. |
|  |

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| Explain why you have applied for this job, outlining relevant qualifications and experience as they related to the job description. Emphasise why you consider yourself to be a strong candidate and what you feel you can bring to the role. Please use a further sheet of paper if necessary |
| |  |  | | --- | --- | | **Criminal Convictions** | | | **You must declare all convictions except those considered “spent” under the Rehabilitation of Offenders Act 1974. Failure to disclose information about convictions will normally result in any offer being withdrawn or dismissal. Any information given will be confidential and will be considered only in relationship to this application.** | | | Have you ever had any criminal convictions? | Yes / No | | If yes, please give details: | | |

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| --- | --- | --- | --- |
| **References** | | | |
| Please supply the name and address of two persons from whom references may be requested. Referee 1 must be your current or most recent employer. The others may be from people who are able to comment on your aptitude for the post. | | | |
| Referee 1 | Name |  | |
| Position |  | |
| Telephone |  | |
| Address |  | |
|  | |
|  | |
| Email |  | |
| May we contact this referee prior to interview? | | Yes / No |
| Referee 2 | Name |  | |
| Position |  | |
| Telephone |  | |
| Address |  | |
|  | |
|  | |
| Email |  | |
| May we contact this referee prior to interview? | | Yes / No |

**DECLARATION:**

I declare that the information contained in this application is correct to the best of my knowledge and understand that any false statement or omission may result in my application being withdrawn or my appointment being terminated. Any information provided will be stored in electronic and manual form. This information will be used for all purposes relating to the selection process and will be disclosed to relevant persons. For the successful candidate, the information will form part of the personal, confidential record.

Submitting the form electronically will be taken as acceptance of the terms of this declaration.

## Signature: .................................................................... Date: .......................................................

**Please return the completed job application form and equal opportunities monitoring form to** [**reception@stocksbridgeclc.co.uk**](mailto:reception@stocksbridgeclc.co.uk)

**Data Protection**

All information supplied is stored in accordance with the General Data Protection Act and will only be used for the purpose of managing your job application here at the Leisure Centre, as well as supplying you with information that we feel will be of benefit to you.

**We will not pass your details onto any third party**, but we may make you aware of offers from our corporate sponsors from time to time. Please tick here if you are happy for us to contact you with information or offers, not directly related to the job application information detailed on this form ⃝

For further details of our Privacy Policy, please refer to our web site – [**www.stocksbridgeclc.co.uk**](http://www.stocksbridgeclc.co.uk)