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| **Job Application Form** |
| **Pages 1-2 will be detached from the rest of the application form, stored separately and will not be used as part of the short-listing process.**  Data Protection Act – All job applications will be stored adhering to GDPR requirements. |

Logo

Description automatically generated

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| **Office Use Only** |  |
| Applicant number |  |

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| **PERSONAL DETAILS** | | | |
| Title: | Forename(s): | | Surname: |
| Former name: | | | Known as: |
| Address: | | | National Insurance Number: |
|  | | | Telephone Number (Home): |
|  | | | Telephone Number (Work): |
|  | | | Mobile Phone Number: |
|  | | | Email Address: |
| **REFERENCES** | | | |
| Please give details of people known to you in a professional capacity, **one of whom must be your present or most recent employer.** If you are applying for a role to work with young people and have worked with children or young people in the past, you must include a referee from the employer where you most recently worked with children or young people. | | | |
| Name: | | Name: | |
| Position: | | Position: | |
| Relationship to you: | | Relationship to you: | |
| Organisation: | | Organisation: | |
| Telephone Number: | | Telephone Number: | |
| Email Address: | | Email Address: | |
| Length of time you have known this person: | | Length of time you have known this person: | |
| May we contact this referee **before** interview?  **Yes/No**  May we contact this referee on **job offer being made**?  **Yes/No** | | May we contact this referee **before** interview?  **Yes/No**  May we contact this referee on **job offer being made**?  **Yes/No** | |
| **RELATIONSHIP TO SCCC** | |  | |
| Are you related to any SCCC employee, director, board member? Yes / No | | If yes, please give their name and the relationship: | |
| **WHAT ROLE ARE YOU APPLYING FOR?** | | **HOW DID YOU LEARN OF THIS VACANCY?** | |
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| **DATA PROTECTION STATEMENT** | |
| We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation. Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. You can view the privacy notice at https://www.somersetcountycc.co.uk/careers/ | |
| **EQUAL OPPORTUNITIES AND INCLUSIVITY STATEMENT** | |
| Somerset County Cricket Club endorses the principles of equality and equity and strives to ensure everyone involved with the Club has a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, to give of their best and be assured of an environment in which their rights, dignity and individual worth are respected.  The Club ensures all existing and potential stakeholders receive equal consideration during the recruitment process and beyond and is committed to the elimination of unlawful or unfair discrimination of any kind and in particular on the grounds of sex, race, disability, sexual orientation, marriage and civil partnership, gender reassignment, religion or belief, pregnancy and maternity, and age.  We use anonymous recruitment methods at SCCC, therefore the identifiable information we have requested from you will be separated from your main application and will not be seen by the hiring team during first-stage selection.  Please complete this form with as much detail as possible. We select candidates for the next stage based on their meeting the essential criteria to carry out the role. We recommend you refer to the job description to demonstrate how you meet these criteria. | |
| **SAFEGUARDING STATEMENT** | |
| Somerset County Cricket Club is committed to safeguarding and promoting the welfare of children, young people and adults at risk, and expects all staff and volunteers to share this commitment. **It is everyone’s responsibility to keep vulnerable people safe.**  As part of our safer recruitment process all relevant roles are subject to an enhanced or standard DBS check as appropriate, and two satisfactory references. We also require every staff member to undergo safeguarding training appropriate to their role. It is important you complete this application form fully, with accurate details. If details are missing without explanation, we reserve the right to reject the application.  We encourage an open, welcoming environment where everyone should feel safe to express any concerns. We have a range of policies and procedures in place which promote safeguarding and safer working practice across all that we do. | |
| **REHABILITATION OF OFFENDERS ACT 1974** | |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please detail any criminal convictions on the enclosed form, except those 'spent', or otherwise ‘protected’, under the Rehabilitation of Offenders Act 1974. If you have none, please state ‘none’. In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service. | |
| **DECLARATION** | |
| 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 is an offence which could result in the application being rejected, summary dismissal if employed by SCCC and a possible referral to the police. I also confirm I understand I must demonstrate my right to work in the UK on being offered a position with SCCC and I know the position requires me to work onsite when required. | |
| **Signature:** | **Date:** |

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| **EMPLOYMENT HISTORY:** | | |
| Please detail your current or most recent employment and provide accurate details | | |
| **Organisation’s Name** | **Start Date** | **End Date (if applicable)** |
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| **Job Title** |  | |
| **Summary of duties and responsibilities** |  | |

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| **PREVIOUS EMPLOYMENT** | | | | |
| Please detail previous employment including part time, short term or volunteer roles, explaining any gaps in your history. Use a continuation sheet if necessary | | | | |
| **Date from** | **Date to** | **Employer’s name and nature of business** | **Position held** | **Reason for leaving** |
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| **QUALIFICATIONS** | | |
| Please give details about your held qualifications, with particular focus on those relevant to the role | | |
| **Qualification** | **Grade/result** | **Awarding Body** |
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| **OTHER PROFESSIONAL DEVELOPMENT OR TRAINING** | |
| Please give details of other professional training that will support this application | |
| **Date** | **Details** |
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| **PROFESSIONAL MEMBERSHIPS** | |
| Please give details of any professional memberships you hold | |
| **Organisation** | **Level of Membership and Renewal Date** |
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| **SUPPORTING STATEMENT** |
| Please tell us why you applied for this role. Please also detail your skills, experience, knowledge which demonstrates your ability to meet the criteria in the job description. Please also highlight the qualities and strengths you will bring to the position. To enable us to keep this process anonymous, please do not give reference to any personal information in this application, such as your age, gender, race, religion, sexual orientation etc. |
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| **OTHER EXPERIENCE** |
| Please detail any other relevant experience, including voluntary work which may support your application |
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| **INTERVIEW ARRANGEMENTS AND AVAILABILITY** |
| Please let us know if you need any reasonable adjustments to enable you to participate in any stage of the recruitment process. |
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| Please state if there are any dates when you will not be available for interview. |
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| When can you start working for us? If you have to give notice to a current employer, please state how long this is for |
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| **TO APPLY** |
| We welcome applications via email or post.  Please email your application to [recruitment@somersetcountycc.co.uk](mailto:recruitment@somersetcountycc.co.uk), or post to:  Recruitment Department  Somerset County Cricket Club  The Cooper Associates County Ground  St James Street  Taunton  Somerset  TA1 1JT |