CLUB FOUNDED 1839

Sussex County Cricket Club

Confidential Application for Employment

Please do not substitute a CV for this application form.

Post applied for: APPRENTICE GROUNDSPERSON

Please state where you heard about the post : ……

Personal Details	
Surname:	**First Names:** **Title:**
Address: **Post Code:**	
Daytime Tel No: **Evening Tel No:** **Mobile No:** **E-Mail Address:** **National Insurance No:**	**Do you hold a current driving licence?** **Yes:** ☐ **No:** ☐ **What is your Nationality?** **Are you legally entitled to work in the UK?** **Yes:** ☐ **No:** ☐ **(You will be asked to produce evidence of this if you are offered employment)**

Skills & Knowledge
Please outline what skills and knowledge you have which would make you a competent groundsperson?

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Previous Experience/Training
Please outline briefly any previous experience you have had of working as a Groundsperson in any area and any related training that you have received e.g. Health & Safety, use of pesticides etc.

Motivation for applying
Please outline briefly the main reasons you are applying for the role:

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Availability
Working as a groundsperson during the cricket season requires flexible hours, especially around cricket fixtures. It would be helpful to have an idea of your availability throughout the 2013 season (1st April 2013 – 30th Sept 2013), are there any days/dates when you will definitely not be available?

References	
References will normally be taken up after an offer of employment is made. Please give details of two referees, one of whom should be your most recent employer. Please ensure your referees are in a position to respond promptly.	
Referee Name: Company Name:	Referee Name: Company Name:
Position:	Position:
Address: Postcode: Telephone Number: Email Address:	Address: Postcode: Telephone Number: Email Address:

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Criminal Record Disclosure and Rehabilitation of Offenders Legislation

Because of the nature of the work you will be asked to undertake, it is exempt from provisions of the Rehabilitation of Offenders Legislation. This means that you must provide us with information relating to any form of conviction at any time in your lifetime. This includes such matters as police cautions, anti-social behaviour orders or informal warnings as well as any other form of conviction whether you were sent to prison or not. You are not entitled to withhold any information whether the sentence is spent or not. Any information that you give will be completely confidential and will only be considered in relation to the post for which you are applying. A criminal record may not be a bar to obtaining employment.

Have you ever been convicted of a criminal offence? **Yes** □ **No** □

If **yes**, please provide details either below or on a separate sheet of paper including the nature of offence and date.

Declaration

I declare that the details given on this application are to the best of my knowledge and belief, true and complete. I understand that seeking to influence an employee or member of the Board of Sussex County Cricket Club with regards to my application or failure to disclose any information relating to criminal convictions, or providing false statements will disqualify my application or result in dismissal without notice.

I accept that the appointment may be subject to checks with the Criminal Records Bureau and I agree to the Club undertaking such checks if I am offered the post.

I give my permission for all or part of this application to be held on both computerised and manual records, which I may request access to.

Signed: ……. **Date: …….**

ALL DOCUMENTS RELATING TO RECRUITMENT WILL BE KEPT FOR 6 MONTHS AND THEN DESTROYED.

PLEASE RETURN THIS FORM BY MONDAY 22ND APRIL 2013
Via Email to: Kay.gunn@sussexcricket.co.uk
Via post to: Kay Gunn, HR Manager, Sussex County Cricket Club, BrightonandHovejobs.com County Ground, Eaton Road, Hove, East Sussex, BN3 3AN

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Sussex County Cricket Club
Equal Opportunities – Recruitment Monitoring Form

Equality & Diversity

To measure the effectiveness of our Equality and Diversity policies, SCCC monitors each stage of the recruitment process. You are therefore asked to complete this part of the application form in order that we can collate information regarding age, gender, ethnic origin, disability and religion from all applicants to assist us in checking that candidates receive fair and equal treatment at all stages.

This information will not be made available to those persons short listing candidates and making selection decisions.

Personal Details			
Surname:	**First Names:**	**Title:**	**Date of Birth:**

Age Group					
18-25 ☐	26-30 ☐	31-40 ☐	41-50 ☐	51-65 ☐	65+ ☐

Gender/Nationality		
Male ☐	Female ☐	Nationality:

Ethnic Origin			
Asian or Asian British - Bangladeshi		Mixed – White and Asian	
Asian or Asian British – Indian		Mixed – White and Black African	
Asian or Asian British - Pakistani		Mixed – White and Black Caribbean	
Asian or Asian British - Other		Mixed - Other	
Black or Black British - African		White - British	
Black or Black British - Caribbean		White - Irish	
Black or Black British - Other		White - Other	
Chinese		Any Other (please state)	
Chinese – any other Chinese background		Not known/Prefer not to State	

Disability	
Do you consider yourself to have a disability?	Yes ☐ No ☐
If YES, please indicate whether you would need any particular arrangements to be made, or support provided, if you were invited for interview / offered the post.	

Religious Belief							
Atheist		Buddhist		Christian		Hindu	
Jewish		Muslim		Sikh		None	
Other (please state)							