



# TRAINEESHIP APPLICATION FORM

Thank you for choosing to apply to HR Sports Academy.

Please complete this application form accurately, giving as many details as possible of your skills and experience relating to this job application.

Short listing will be based on the information gathered from the form, read in conjunction with the person specification. Please ensure the finished form is emailed to [employment@hrsportsacademy.co.uk](mailto:employment@hrsportsacademy.co.uk)

Any offer of employment with HR Sports Academy will require:

- Two suitable references
- Full employment history
- Copies of qualifications
- DBS Clearance. If you do not already have an enhanced CRB clearance, we will apply for one for you and the cost will be taken from your first pay.
- For non-UK citizens: you will need a permanent UK address, UK bank account and a valid UK work permit.
- Proof of identity

We will contact you to inform you whether you have been successful in progressing to the next stage of your application, at which time we arrange an interview.

If you have not progressed to interview stage we will contact you with feedback.

Thank you again for your interest in working for HR Sports Academy and we look forward to receiving your application form.

## Section 1 APPLICANT'S DETAILS

Title:		Last Name:	
First Names:			
Address:			
Postcode:		Date of Birth:	
Home Telephone Number:			
Mobile Telephone Number:			
E-mail address:			
Do you hold a current driving licence?	Yes / No		
Do you hold a current CRB check?	Yes / No <small>*If you answer Yes please supply date of issue</small>		
CRB disclosure number:			
CRB issue date:			
Is there anything concerning your medical history or state of health that is relevant to your application?	Yes*/No <small>*If you answer Yes please refer to the Equality of Opportunity Questionnaire enclose</small>		
Are there any restrictions regarding your employment? e.g. do you require a Work Permit	Yes*/No <small>*If you answer Yes please supply details on a separate sheet of paper</small>		
How much notice do you need to give to your current employer?			

## Section 2 EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe the main duties and responsibilities to your post. If you wish to expand on specific areas of responsibility, please do so in *Section 5: Experience/Skills*

### 1. Current/most recent employer/organisation

Name:			
Address:			
Job Title:		From:	To:
Current or final salary:			
Brief description of duties:			
Reason for leaving/changing:			

**2. Employer/organisation**

Name:

Address:

Job Title:

From:

To:

Brief description of duties:

Reason for leaving/changing:

**3. Employer/organisation**

Name:

Address:

Job Title:

From:

To:

Brief description of duties:

Reason for leaving/changing:

**4. Employer/organisation**

Name:

Address:

Job Title:

From:

To:

Brief description of duties:

Reason for leaving/changing:



## Section 5 EXPERIENCE / SKILLS / PERSONAL STATEMENT

This section is for you to give specific information in support of your application. Please set the information out on a maximum of two sides of A4 paper.

After reading the Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests, memberships, voluntary work or public service / duties you consider relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application.

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Tell us why you wish to complete a traineeship with HR Sports Academy (no more than 150 words)

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## Section 6 REFERENCES

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for successful candidate. Testimonials or references from friends and relatives are not acceptable.

<b>Name:</b>	
<b>Position:</b>	
<b>Organisation:</b>	
<b>Address:</b>	
<b>Tel:</b>	
<b>Email:</b>	
<b>Fax:</b>	

<b>Name:</b>	
<b>Position:</b>	
<b>Organisation:</b>	
<b>Address:</b>	
<b>Tel:</b>	
<b>Email:</b>	
<b>Fax:</b>	

## Section 7 CRIMINAL CONVICTIONS

Have you ever been convicted of a criminal offence?

Yes

No

Have you any prosecutions pending?

Yes

No

If yes, please give details / dates of offence(s) and sentence:

## Section 8 Declaration

I confirm that the information provided in this application is both truthful and accurate. No facts have been omitted that could affect my ability to work. I understand that any false misleading statements could place any subsequent work placement in jeopardy.

Signature:

Date:

By signing and returning this application form you consent to HR Sports Academy using and keeping information about you provided by you or third parties such as referees, relating to your application or future employment.

This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party.

## Section 9 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented please COMPLETE THIS SECTION OF THE APPLICATION FORM.

### What is your Ethnic Group?

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

#### A. White

White UK

Irish

White non-UK

Any other White background  
(please give details):

#### B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background  
(please give details):

#### C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background  
(please give details):

#### D. Black or Black British

Black Caribbean

Black African

Any other Black background  
(please give details):

#### E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background  
(please give details):

#### F. I do not wish to provide this information

## Gender

Male

Female

## Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled?

Yes

No

If yes, please give details:

## Section 10 Returning this form

### By E-Mail:

[employment@hrsportsacademy.co.uk](mailto:employment@hrsportsacademy.co.uk)

### By Post:

Unit 5,  
Tottenham Green Enterprise Centre,  
Town Hall Approach Road,  
London, N15 4RX

### Enquiries:

Telephone: 07903 107 210

Email: [info@hrsportsacademy.co.uk](mailto:info@hrsportsacademy.co.uk)

[www.hrsportsacademy.co.uk](http://www.hrsportsacademy.co.uk)