

# APPLICATION FORM

CONFIDENTIAL

Please complete all sections in block capitals and email to [jobs@wolves.co.uk](mailto:jobs@wolves.co.uk), or return to Wolves HR Dept. Molineux Stadium, Waterloo Road, Wolverhampton WV1 4QR

## 1. Vacancy details

Job Title:

Post Ref. No.:

Department:

Closing Date:

## 2. Personal details

Surname:

Preferred Title:

First Name:

Home Address:

Post Code:

Home Tel No:

Mobile No:

National Insurance No:

EU settlement reference number (if applicable):

E-mail Address:

Work Tel No:

When can you start work for us?

## 3. Eligibility to work

Do you require a permit to work in the UK?      Yes      /      No

You will be required to provide evidence of eligibility criteria.

## 4. Criminal Record

Having a criminal conviction will not necessarily preclude you from working with us. We will generally only take account of previous convictions if the nature of the offence is relevant to the type of work you would be doing. Generally you will only be asked to disclose any unspent convictions as defined by the Rehabilitation of Offenders Act 1974. However, certain posts are exempt from the Act and require that you disclose any conviction, caution or binding over including those that are considered "spent" under the Act. If the post you are applying for requires such a disclosure this will be indicated in the job description.

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.



Do you have any unspent conditional cautions or convictions (excluding youth cautions) under the Rehabilitation of Offenders Act 1974? Yes / No

**If yes, please give details of any UNSPENT convictions or cautions you may have:**

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? Yes / No

**If yes, please give details of any adult cautions or spent convictions you may have that are defined as NOT PROTECTED:**

### **Disclosure and Barring Service (DBS) Check**

Are you applying for a job that requires a DBS check or is exempt from the Rehabilitation of Offenders Act 1974? Yes / No

This information can be found in the job description.

**If yes, please give details of any SPENT convictions or cautions you may have:**

### **5. Are you currently employed by Wolves?**

Yes / No

**If yes, please give details of job title and start date:**

### **6. Adjustments**

Please tell us if there are any adjustments you require in order to fully participate in the application process.



## 7. Education

Please tell us about any qualifications or training that is relevant to the job you are applying for. Please use the additional information section or a separate piece of paper if necessary and start with the most recent first.

Dates (From/To)	Place of Study/ Course Attended	Subject & Level ie. GCSE English	Grade	Date Gained (or expected)

## 8. Professional Memberships

Please give details and registration number(s) where relevant, e.g. FA number.

You may be asked to provide evidence of your qualifications/training and memberships during the recruitment process.



## 9. Have you worked for us in the past?

Yes / No

If yes, please give details:

## 10. Are you related to anyone working at Wolves?

Yes / No

If yes, please give details:

## 11. Employment

Please give details of all of your employers past to present. Don't forget to include work experience or voluntary/unpaid work.

Present or most recent employer:

Post Title:

Date Started:

Salary:

Date Left:

Other Benefits:

Notice Period:

Name and Address of Employer:

Reason for leaving:

Brief details of main duties and responsibilities of your post:



Employer:

Post Title:

Date Started:

Salary:

Date Left:

Other Benefits:

Notice Period:

Name and Address of Employer:

Reason for leaving:

Brief details of main duties and responsibilities of your post:

Employer:

Post Title:

Date Started:

Salary:

Date Left:

Other Benefits:

Notice Period:

Name and Address of Employer:

Reason for leaving:

Brief details of main duties and responsibilities of your post:



## 12. Supporting Statement

Please explain how your experience, skills, knowledge and personal qualities meet the requirements in the job description and provide relevant examples. If you require more space, please attach extra pages, but remember it's quality not quantity that counts.

## 13. Further Information

Please advise us of any further information that might be relevant to the selection stage, such as any dates you are not available for interview, any pre-booked holidays, or training courses.



## 14. Do you have a current driving license?

Yes / No

We only need to know this information if the job requires you to hold a driving license. You will find this information in the job description.

## 15. References

Including your current or most recent employer please give the name and contact details of two referees. In signing this form you are giving the Club permission to request personal information about you from your referees, which may include confirmation of your previous salary, attendance record and work history. References will only be taken up if you are successful at the selection stage.

### REFERENCE 1 (Must be most recent employer)

Full Name of Referee:

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Job Title of Referee: \_\_\_\_\_ Type of reference: Employer / Personal / Academic

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Company Address:

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Referee Telephone Number:

Referee Email Address:

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Position held by you:

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Dates of Employment - Date Started:

Date Left:

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### REFERENCE 2

Full Name of Referee:

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Job Title of Referee: \_\_\_\_\_ Type of reference: Employer / Personal / Academic

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Company Address:

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Referee Telephone Number:

Referee Email Address:

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Position held by you:

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Dates of Employment - Date Started:

Date Left:

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## 16. Advertisement Source

Where did you see the job advertised?

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## 17. Confirmation of Details

I confirm that all the information given in this application is correct to the best of my knowledge, that all the questions related to me have been accurately and fully answered and that I am in possession of the qualifications I claim to hold.

Wolverhampton Wanderers Football Club (1986) Limited is committed to protecting the privacy and security of the personal information of all applicants/candidates be that for employment in any capacity. We have prepared a privacy notice which describes how we collect and use personal information about job candidates during and after the application process.

Signature

Date

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Please email your completed application to [jobs@wolves.co.uk](mailto:jobs@wolves.co.uk) or post to:  
HR Dept, Wolverhampton Wanderers Football Club, Molineux Stadium, Waterloo Rd, Wolverhampton, WV1 4QR

**In order to be considered for a role at Wolves, all candidates must complete a diversity monitoring form and submit with this application form.**

I confirm I will include a completed diversity form with my application

