

Explanatory Notes for Completing the Application Form

Please ensure the information you give on your Application Form is accurate and complete.

Personal Details and Contact Details	Please provide your personal and contact details.
Entitlement to Work in the UK	Please record any work restrictions that apply to you.
References	Give details of your current or most recent employer for your first Referee and the name of a previous line manager or supervisor for your second Referee. If you have not worked previously you can give the details of a school, college or university official instead. Please tick the boxes provided if you'd like us not to contact any referee prior to interview.
Membership of Professional Associations or Statutory Body	Are you a member of any professional associations or statutory body? – if you are, please record details of this.
Current Employment	Please provide details of your current or most recent last employment.
Previous Employment	List all of your employment history and continue on an additional sheet if necessary and attach this to the form.
Gaps in Employment	If you have had any gaps in your employment history since leaving secondary education, please record the dates and reasons for these, whatever their length.
Qualifications and Training	Record the Secondary and Further Education Establishments you have attended, along with any qualifications you achieved, as well as any professional, vocational or job-related training you have had, particularly if the training is relevant for the job you are applying for.
Reasons for applying for this post	Aim to provide as much evidence as possible to show how your skills, abilities, knowledge and experience meet the selection criteria described in the Job Description in this section. Try to give examples that relate directly to the post you are applying for. You can continue on additional sheets and attach them to the form, if you wish.
Additional Information	Record any hobbies or interests you have, details about your driving licence, if you will be engaged in any other employment, if you have been subject to disciplinary sanctions and if you are related to anyone at Step-a-Side.
Enhanced DBS Check	Step-a-Side is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this, if you are successful in interview, we will ask the Disclosure and Barring Service (DBS) for an Enhanced Disclosure. The DBS will check for any criminal records you may have and this will help us to ascertain whether you are suitable to work with children, young people and vulnerable adults.
Safeguarding and General Declaration	Please sign both of these declarations to show that the information you have given is accurate and complete.