



# JOB APPLICATION FORM



Please state the position you are applying for/the service you wish to provide:

(Must be completed or application will not be processed)

**Please note that some posts are subject to an Enhanced Criminal Records Check (CRC) Disclosure deemed acceptable by the Foundation.**

Some roles within the Foundation require a basic or enhanced CRC and may include checks against the Barred List. Please be honest and state all relevant convictions/cautions in the Self-Declaration form – which forms part of your application. Please note for roles that are exempt from the Rehabilitation of Offenders Act (1974), you are required to include details of all spent convictions that have not been subject to filtering by the CRC we will discuss this with you as part of the recruitment process.

**Newcastle United Foundation (the Foundation) is committed to safeguarding and promoting the welfare of children, young people and adults at risk of harm and expects all staff, volunteers and others associated with the Foundation to share and endorse this commitment.**

**The Foundation is an equal opportunities employer and is committed to equality and diversity.** Employees are required to ensure a positive commitment towards equality & diversity at all times. You must ensure that you treat others fairly and with respect. Your behaviour must align to the principles of equality as outlined in the Foundation's equality policy. Employees must not commit any form of direct or indirect discrimination, victimisation or harassment of any description and must promote working relationships between all internal and external stakeholders.

**This application form should be completed in full by the applicant where possible.**

If you require this application form in a different format please contact us to discuss your requirements.

On completion of this application form please send it, along with any other documentation requested to:

**NUCASTLE,**  
Diana Street, NE4 6BQ  
OR  
[foundation@nufc.co.uk](mailto:foundation@nufc.co.uk)



# PERSONAL REQUIRMENTS

Would you require any adjustments in relation to any interview/physical premises/assessment if you were selected for interview/assessment? If so, please detail below:

# PERSONAL DETAILS (Please use block capitals)

|                   |  |
|-------------------|--|
| Surname:          |  |
| Forenames:        |  |
| Address:          |  |
| Postcode:         |  |
| Contact number/s: |  |
| Email address:    |  |

National Insurance No.:

# PERSONAL DETAILS

(Please use block capitals)

**Have you worked at Newcastle United before? (Please click the box to select):**

☐

Yes as an employee

☐

Yes as an agency worker

☐

Yes as a service provider (e.g. scout)

☐

No

**If YES, please give details (name and job title):**

**Please state if you are related to anyone employed by Newcastle United?**

☐

Yes

☐

No

**If YES, please give details (name and job title):**

# EMPLOYMENT HISTORY

(Please use block capitals)

Current/most recent employer:

Please list all previous employment history starting with the most recent. Continue on a separate document if required. If you do not have any previous employment, please state any work experience that you may have.

| Company Name | Job Title | Main Duties | Dates From/To | Reason for Leaving | Rate of Pay/ Annual Salary |
|--------------|-----------|-------------|---------------|--------------------|----------------------------|
|              |           |             |               |                    |                            |
|              |           |             |               |                    |                            |
|              |           |             |               |                    |                            |
|              |           |             |               |                    |                            |
|              |           |             |               |                    |                            |

Please provide details to explain any gaps in your employment history and/or education history:



# EDUCATION AND QUALIFICATIONS

(Please use block capitals)

| Place of Study | Subject and Level | Grade |
|----------------|-------------------|-------|
|                |                   |       |
|                |                   |       |
|                |                   |       |
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|                |                   |       |
|                |                   |       |

# MEMBERSHIP OF PROFESSIONAL BODIES

(not including trade unions or political parties)

| Name of Association | Date Awarded |
|---------------------|--------------|
|                     |              |
|                     |              |
|                     |              |
|                     |              |
|                     |              |

# PERSONAL STATEMENT

Please give details as to why you consider yourself suitable for this post stating any skills, knowledge and/or experience, which you believe is relevant:

# PERSONAL STATEMENT

**How do your personal principles align with Newcastle United Foundation's values?**

**What's your biggest achievement?**

**How would you define a good work life balance?**



# REFERENCES

(Please use block capitals)

Please provide details of two people who can provide references - one of whom must be your Line Manager/Head of Department from your current/most recent employer:

|                             |  |
|-----------------------------|--|
| <b>Name of Employer:</b>    |  |
| <b>Line Manager Name/s:</b> |  |
| <b>Job Title:</b>           |  |
| <b>Line Manager Name/s:</b> |  |
| <b>LM Contact Email:</b>    |  |
| <b>LM Contact Number/s:</b> |  |
| <b>Address:</b>             |  |
| <b>Postcode:</b>            |  |

If the above referee is from your current place of employment please confirm whether you give permission for the Foundation to contact the above references prior to any offer of employment being made? (Please tick)

☐

Yes

☐

No



# REFERENCES

(Please use block capitals)

|                             |  |
|-----------------------------|--|
| <b>Name of Employer:</b>    |  |
| <b>Line Manager Name/s:</b> |  |
| <b>Job Title:</b>           |  |
| <b>Line Manager Name/s:</b> |  |
| <b>LM Contact Email:</b>    |  |
| <b>LM Contact Number/s:</b> |  |
| <b>Address:</b>             |  |
| <b>Postcode:</b>            |  |

If the above referee is from your current place of employment please confirm whether you give permission for the Foundation to contact the above references prior to any offer of employment being made? (Please tick)

☐

Yes

☐

No

# RIGHT TO WORK IN THE UK

(Please tick)

**Do you hold British Citizens Status and/or the unrestricted Right to Work in the UK?**

☐

Yes

☐

No



# RIGHT TO WORK IN THE UK (Please tick)

**Do you require a Work Permit to work in the UK?**

☐

Yes

☐

No

**Are there any restrictions which might affect your right to take up employment in the UK?  
(Please tick)**

☐

Yes

☐

No

**If YES, please give details:**

For further information on the right to work in the UK please go to: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

## ABOUT THIS VACANCY

**Where did you hear about this vacancy?**



# DATA PROTECTION

**“Data Protection Legislation”** means all applicable laws and regulations relating to the processing of personal data and privacy in any relevant jurisdiction including without limitation the GDPR, the Data Protection Act 2018, the Privacy and Electronic Communications Regulations, the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice)(Interception of Communications) Regulations 2000 (SI 2000/2699) and any order, guidelines and instructions issued by a relevant national regulator or judicial authority in England or the European Union;

**“GDPR”** means the General Data Protection Regulation (CEU 2016/679) and any national implementing laws, regulations and secondary or related legislation (including as transposed into domestic legislation);

We will comply with the provisions of the General Data Protection Regulation, the Data Protection Act 2018 and the Privacy and Electronic Communications Regulations.

## DECLARATION

**I confirm** that the information I have provided is complete, correct, truthful and accurate. I have omitted no facts that could affect my employment. I understand and agree that any false or misleading information will give the Foundation the right to withdraw any offer of employment offered.

**I declare** that the information I have given in this application is true and accurate. I understand that providing misleading or false information may result in a withdrawal of any employment offer or, if already appointed, may result in disciplinary action being taken which may result in dismissal.

**I understand** that any job offer is subject to a minimum of two satisfactory references, completion of a 6 month probationary period (during which time your performance will be monitored and assessed), your right to work in UK, an Enhanced CRC Disclosure deemed acceptable by the Foundation (where applicable) and/or any other condition stipulated by the Foundation or by law.

|             |  |
|-------------|--|
| Print name: |  |
| Signature:  |  |
| Date:       |  |



# THANK YOU FOR YOUR INTEREST IN NEWCASTLE UNITED FOUNDATION

[nufoundation.org.uk](https://nufoundation.org.uk)

**Newcastle United Foundation**  
NUCASTLE  
Diana Street  
Newcastle upon Tyne  
NE4 6BQ

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