



Jigsaw (Bury)

Unit 28

Bury Business Centre

Kay Street

Bury

BL9 6BU

Telephone: 0161 253 6853

Email: jigsaw@bury.gov.uk

Application Form

YOU MUST ENSURE THAT YOU COMPLETE **ALL** SECTIONS OF THE APPLICATION FORM AND NOT LEAVE ANY GAPS. IF YOU FEEL THAT YOU HAVE FURTHER INFORMATION, RELEVANT TO YOUR APPLICATION, WHICH YOU WOULD LIKE US TO KNOW, PLEASE USE A SEPARATE SHEET OF PAPER



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Please identify which position you are applying for;

Positions available:

1. **Jigsaw Group Leader SPORT ONLY** – Leading a variety of sports outings, (mainly Monday and Tuesday evenings and Sundays).
2. **Jigsaw Group Leader SPORT & SOCIAL** – Leading a variety of sports AND/OR social activities- evenings and weekends
3. **Jigsaw Group Leader SOCIAL ONLY** - Leading a variety of social outings in the evenings and weekends

POSITION APPLIED FOR: _____

PERSONAL DETAILS

Name:	Address:
Telephone Number:
Landline:.....
Mobile:
Email:	Post Code:

EDUCATION

Schools Attended	Qualifications Attained
Colleges/Universities Attended	Qualifications Attained



Training	Courses Attended and/or Qualifications Attained
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Please give details of any membership of any technical or professional bodies

EMPLOYMENT HISTORY

Please include an explanation for any gaps in your employment history

<u>Employers Name</u>	<u>Job Title</u>	<u>Duties</u>	<u>Reason for leaving</u>



If you are currently employed, how much notice do you need to give your employer to terminate your employment?

HOBBIES AND INTERESTS:

SUITABILITY

Why have you applied for this job and why do you feel you would be the preferred candidate?



SKILLS

What personal skills and qualities could you bring to the role?

EXPERIENCE OF WORKING WITHIN SPORT

What is your experience of working within sport? Please include any sport qualifications. (If you are just applying for the position which is exclusively social outings then you are not required to answer this question).

LEADING GROUPS AND MANAGING PEOPLE

Please explain your experience of leading groups and of managing people.

WORKING WITH YOUNG DISABLED PEOPLE

Please describe your experience of working with young disabled people.

REFERENCES

Please supply two references, preferably from your last two employers. If you do not have two previous employers then you may provide personal references but they must not be from family or close friends

Company Name:	Company Name:
Address:	Address:
.....
.....
.....
Post Code	Post Code
Referees Name	Referees Name

Are we able to approach the referees for a reference before an offer of employment is made?



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CRIMINAL RECORD

This position is exempt from the Rehabilitation of Offenders Act 1974. Please provide details of any criminal convictions, except any which are 'spent'.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

I confirm that the above information supplied by me is a true, accurate and factual representation.

I understand that if I have lied or misled you in any way, any offer of employment will be withdrawn or my employment terminated.

I am aware the details provided will be held in confidence by the organisation to enable them to assess the application and to help monitor their recruitment and selection process in compliance with current Data Protection legislation.

Signed **Date**

Please advise us if there are any special circumstances we may need to consider to enable you to attend an interview with us.

NB: the position is subject to the receipt of a satisfactory disclosure Check. If an offer of employment is made and you do not receive clearance, from such a check, we may either withdraw our offer or terminate your employment.

Please return this form by **5pm** on **Friday 26th May 2017**

By email: jigsaw@bury.gov.uk or post to:

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