Royal Yachting Association

RYA House

Ensign Way, Hamble, Southampton

Hampshire SO31 4YA



# COACHING APPLICATION FORM

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| PERSONAL DETAILS | | |
| Title: | Surname: | Other names in full: |
| Role applying for: |  | |

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| CONTACT DETAILS | | | |
| Address: |  | | |
| Home Telephone No.: |  | | |
| Mobile No.: |  | | |
| Email Address: |  | | |
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| Are you eligible to work in the UK? | | | YES / NO |
| Do you hold a valid UK driving licence? | | | YES / NO |
| Do you have any unspent criminal convictions (including motoring offences)? If yes, please give brief details | | | YES / NO |
| Is there any reason why you are unable to work in Regulated Activity with children and/or adults at risk? If yes, please give brief details. | | | YES / NO |
| **England & Wales:**  If you are applying for a position which involves regular contact with children or adults at risk you will be required, at the offer stage, to apply for an Enhanced Disclosure and Barring Service (DBS) check, with a check of the Children’s Barred List check if the position involves Regulated Activity with children. | | | |
| **IF APPOINTED, WHEN COULD YOU START WORK?** | | **WHERE DID YOU HEAR OF THIS VACANCY?** | |
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| **SUMMARY OF CAREER HISTORY (start with the most recent)** | | |
| Name of Employer  Position Held  Salary and any other benefits | Dates Employed (from and to) | Brief description of responsibilities.  Please include (where relevant); number of staff directly responsible for, annual budget for which you were responsible and any notable achievements. |
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| **EDUCATION AND TRAINING** | | |
| Name of Secondary School, Higher & Further Education Establishments or Training Centres attended | Date From and To | Academic, Vocational or Professional Qualifications obtained |
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| **Please state how you think your skills and experience match the requirements of this role, and give your reasons for applying.** |
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| **OTHER RELEVANT INFORMATION** |
| Recreational interests, hobbies, voluntary or community work |
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| **REFERENCES** | |
| Please provide the names and addresses of three persons to whom application for a reference may be made. **At least one should be your previous/most recent employer.** References from relatives will not be accepted. References will not be obtained until a formal offer of employment has been made. | |
| NAME, COMPANY AND EMAIL ADDRESS (or postal address) | CAPACITY IN WHICH KNOWN TO YOU |
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| **DECLARATION AND CONSENT** | |
| **Declaration**: I declare that to the best of my knowledge the information given on this application form is correct, and understand that misleading statements or deliberate omission may be sufficient grounds for withdrawing any offer of employment that may arise from this application. | |
| Signature: | Date: |

This form records your personal data, employment history and qualifications / experience, for the purposes of your job application for the above post. The data recorded on this form will be reviewed in line with the requirements of the job role, and maintained as part of our recruitment records for a period of 12 months. Your data will be held for the purposes of obtaining your suitability for the role of which you are applying for and communicating with you regarding the progress of your application.

*Please return your completed application form in a Microsoft Word format to assist our recruitment process.*

**Thank you for your application.**