# UK Anti-Doping Application Form

All the information you are asked to provide in support of your application will be handled in confidence.

Please complete the application form after referring to the job description and person specification for the role and send completed application forms to recruitment@ukad.org.uk. Applicants are also asked to complete and return UK Anti-Doping’s Equal Opportunities Monitoring Form.

Please note: Covering Letters and CVs alone will **not** be accepted. As part of the recruitment process an application form should be completed.

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| **Personal Details** |
| **Surname**   | **Given names**  | **Title** (Mr, Mrs, Miss, Ms, Dr, Prof)  |
| **Address**  **Post code**  |
| **Email**  | **NI No.** |
| **Tel no. (day)** **May we contact you at work?** Y/N | **Tel no (evening)**  |

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| **\*For UKAD Use Only** |
| **Application No.** |

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| **Please state which position you are applying for** | **Reference Number** (if applicable) |
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| **Directorate** | **Are you eligible to work in the UK?**  |
|  | Y/N |
| **Where did you see this post advertised?** |

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| **Current/ most recent employment** |
| **Employer**  | **Job title**  |
| **From** | **To**  | **Salary**  | **Notice period**  | **Reason for leaving** |
| **Address** **Postcode**  |
| **Brief description of duties and responsibilities** |

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| **Previous employment (extend table if necessary)** |
| **Employer’s name and address** | **Job title** | **Date****From To** | **Salary /****Benefit(s)** | **Reason for leaving** |
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| **Education and Qualifications** |
| **School/College/University** | **Date****From To** | **Subject** | **Grade** |
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| **Training and Qualifications** (Please provide details of relevant training or courses you have completed that may support your application) |
| **Type undertaken** | **Date** |
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| **Membership of professional associations and institutes** |
| **Professional body** | **Registration No.** | **Membership status** | **Expiry date** |
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| **Evidence of ability to support your Application** Please complete thoroughly, demonstrating your experience and how you meet each of the competencies outlined in the Job Description and Person Specification. N.B, the information provided in this section will form part of the shortlisting process for this vacancy.  |
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**References**

Please give the names and addresses of two individuals, not related to you, from whom we may obtain employment references to describe your suitability for the post. If you are currently working, one of these must be from your current employer. Otherwise a previous employer (or tutor if you have been in education) will be sufficient.

If the post you have applied for involves responsibility for money, goods, accounts, computer operations or programming of accounts or payroll, and you have not been employed by your current employer for at least two years, then further references will be taken up from previous employers.

Where it is a standard requirement of this role to work on a one-to-one basis with young people under 18, you must provide references from two referees who have known you continuously for at least two years.

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| Name  | Name  |
| Title (Mr, Mrs, Miss, Ms, Dr, Prof)  | Title (Mr, Mrs, Miss, Ms, Dr, Prof)  |
| Job title  | Job title  |
| Relationship  | Relationship  |
| Address  | Address  |
| Postcode  | Postcode  |
| Tel.  | Tel.  |
| Email  | Email  |
| May we contact this referee prior to interview? Y/N  | May we contact this referee prior to interview? Y/N  |

**Rehabilitation of Offenders Act (1974)**

UK Anti-Doping is entitled to ask you to declare all convictions because of the nature of this employment. If appointed you will be required to sign a Criminal Convictions Declaration Form before commencing employment.

Depending on the type of employment, if stated on the advert you will be required to apply to the Disclosure and Barring Service for an enhanced disclosure of any criminal records.

**Asylum and Immigration Act 1996 (Section 8)**

This act makes it a criminal offence for an employer to take on new staff whose immigration status prevents them from taking up the post in question. This applies to all types of employment, including part-time, temporary or casual appointments. For most jobs you will only be asked to produce one or two documents if you are offered the job. Documents will be checked as a completely separate process.

**Availability**

Please give any dates when you are not available for interview:

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**Equality Act 2010**

In line with the requirements of the Equality Act 2010, UK Anti-Doping will make reasonable adjustments for candidates with a disability during the selection process.

If you need any assistance during the selection process, please detail below so that arrangements can be made to assist you.

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**Declaration**

Please note: Providing any misleading or false information will disqualify you from appointment. If appointed, it will render you liable to dismissal without notice.

I have read the above statement. By submission of this application I declare that the information given by me on this form now, and subsequently provided by me in connection with this application for employment, is complete and correct to the best of my knowledge. All questions relating to me have been correctly and fully answered. I possess the qualification(s) which I claim to hold. I also understand and accept that verification may be sought as to the factual basis of the information I have provided.

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| Signed |  |  | Date |  |

The information that you give on this form, and accompanying monitoring information, together with information you will be asked to supply if appointed, will be used for registered purposes under Data Protection Law, including GDPR. Information will be processed manually and automatically. You will have the right of access to your Personal Data, to have any inaccurate data amended and to know for what purpose the information is being processed. Please refer to the UKAD Privacy Policy which can be located on our website for further information.

As part of the ongoing recruitment process, UKAD would like to retain application forms for a period of six months for any future vacancies applicants may be suitable for, if you **consent to** your application to be retained please indicate by ticking this box [ ]