**London Sport Job Application Form**

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| **Role applied for:** | Relationship Manager |
| **Return completed form to:** | [hr@londonsport.org](mailto:hr@londonsport.org) |
| **Deadline for applications** | 23:59, Sunday 5 November 2017 |

**Applicants - please complete ALL unshaded boxes.**

**Employment history:**

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| **Current (or most recent) job title:** | | | | |
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| **Employer:**  **(and address)** | | **Date started:** | | |
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| **Salary and benefits:** | | | | |
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| **Major duties and responsibilities:** | | | | |
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| **Previous posts (please start with the most recent):** | | | | |
| **Job role:** | **Job summary:** | **Employer:** | **Dates (from-to):** | **Salary:** |
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**Education/training**

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| **Secondary education:** | **Dates attended:** | **Qualifications/grade:** |
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| **Further/higher education:** | **Dates attended:** | **Qualifications/grade:** |
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| **Other training, professional qualifications or work related skills relevant to the post for which you are applying:** | | |
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| **Are you undertaking any course of study at present? (if so, please give details)** | | |
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| **Do you have membership of any professional bodies? (if so, please give details, including any offices held)** | | |
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| *It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.* | | |

**Supporting Information**

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| **Please address ALL of the criteria from the person specification for this post in the section below to demonstrate how you meet these criteria.**  **Please provide specific information on how you meet each of the criteria describing your experience, what you have learned and giving examples of your achievements wherever possible. Please also reflect how you have/can demonstrate the London Sport Values and Behaviours as listed on the person specification.** |
| 1. A track record of achievement of results and impact gained by experience in a field related to physical activity and sports development.   *Please add your answer below (create additional space as necessary)*   1. A track-record of initiating, developing and managing positive stakeholder relationships or customer services.   *Please add your answer below (create additional space as necessary)*   1. Excellent communication and interpersonal skills; the ability to enthuse, persuade, negotiate and influence in the spoken word and in writing.   *Please add your answer below (create additional space as necessary)*   1. An excellent knowledge and understanding of the sport & physical activity environment and stakeholders, particularly in London.   *Please add your answer below (create additional space as necessary)*   1. Excellent organisational skills; the ability to manage multiple projects, prioritise and meet deadlines.   *Please add your answer below (create additional space as necessary)*   1. Ability to work on own initiative and as part of a team.   *Please add your answer below (create additional space as necessary)*   1. Experience of project management; developing, implementing, monitoring and evaluating delivery plans and budgets for programmes.   *Please add your answer below (create additional space as necessary)*   1. Sound strategic, critical thinking and decision making skills.   *Please add your answer below (create additional space as necessary)*   1. Ability to demonstrate a practical commitment to the Values and Behaviours of London Sport.   *Please add your answer below (create additional space as necessary)*   1. Ability to work under pressure and adopt a flexible approach to working methods.   *Please add your answer below (create additional space as necessary)*   1. Good working knowledge of IT & Microsoft packages.   *Please add your answer below (create additional space as necessary)*   1. Ability to demonstrate an understanding of equality, diversity and safeguarding and its practical application.   *Please add your answer below (create additional space as necessary)*   1. A commitment to personal development.   *Please add your answer below (add additional space/rows as necessary)* |
| **Please provide any other relevant information in support of your application, including why you are interested in this post:** |
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**Other Details**

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| What is the notice required in your present post? | | |
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| Is your present post your sole regular employment? (circle) | Yes | No |
| If no, please give details of your present employers: | | |
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| Are you a British subject or a national of any EU country? | | |
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| If not, do you have the right to work in the UK and a current work permit? | | |
|  | | |
| If so, please state the nature of your work permit and the expiry date of your right to work in the UK and/or your work permit. | | |
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| Where did you see the advertisement for the post? | | |
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| **Disabled applicants: Should you be invited to interview; do you require any special arrangements? (circle)** | Yes | No |
| If yes, please give brief details of the effects of your impairment on your day-to-day activities, and any other information that you feel would help us to accommodate your needs and thus meet our obligations under the Equality Act 2010: | | |
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| **Convictions:** Have you ever been convicted of a criminal offence? If so, please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. [As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared [although protected cautions and protected convictions do not need to be declared].] |
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**Please see next page.**

**References**

Please give the details of two referees, stating the nature of your relationship and how long you have known them. One should be your current or most recent employer. References for shortlisted candidates will be taken up only for the preferred candidate.

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| **1. Name:** | **2. Name:** |
|  |  |
| **Address:** | **Address:** |
|  |  |
| **Telephone number & Email:** | **Telephone number & Email:** |
|  |  |
| **Occupation:** | **Occupation:** |
|  |  |
| **Your relationship with this person:** | **Your relationship with this person:** |
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| **Time known:** | **Time known:** |
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| **Data protection**  Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them.  **Declaration**  I hereby give my consent to London Sport processing the data supplied in this application form for the purpose of recruitment and selection  I declare that the information given in this application is to the best of my knowledge complete and correct.  Note: Any false, incomplete or misleading statements may lead to dismissal. | |
| **Signature** |  |

**Personal details**

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| --- | --- |
| **Surname:** |  |
| **Forenames:** |  |
| **Current address:** |  |
| **Day time telephone number:** |  |
| **Evening telephone number:** |  |
| **Email Address:** |  |