



ARSENAL GAP YEAR PROGRAMME

Highbury House
75 Drayton Park
Highbury
N5 1BU

CONFIDENTIAL

APPLICATION FORM

Please return to the above address. All interviews will be at the Arsenal Hub, 56 Benwell Road, London N7 7BA.

All sections must be completed.

Please give addresses and telephone numbers where you can be contacted, including a daytime telephone number.

Surname

First name(s)

Mr/Ms, or preferred title

Address

Telephone (daytime)

Telephone (evening)

Email Address

Please indicate which intake you would like to be considered for the Arsenal Gap Year programme:

Intake 1: August start
(5-12 month programme)

Intake 2: November start
(5-8 month programme)

QUALIFICATIONS

Starting with the most recent, please give details of your education, qualifications and training relevant to this application.

DATES		Details of education, school, college or organisation, qualifications obtained relevant to the application
FROM	TO	

TRAINING

DATES		Details training relevant to the application
FROM	TO	

EMPLOYMENT HISTORY

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid work.

DATES		Name of employer and nature of business, job title, <i>brief</i> details of your responsibilities.
FROM	TO	

PERSONAL DETAILS

Do you have the right to work in the UK?

Yes No

Will you require a visa to take part in the Arsenal Gap Year programme?

Yes No

If you are invited to attend for interview, do you have any special requirements?

Please specify where you saw the Arsenal Gap Year programme advertised (*i.e.* *Arsenal.com, Matchday programme etc*)

What support (if any) would you require from the club in order to fulfil your role?

Criminal Record Checks

The club is committed to safeguarding and promoting the welfare of all children, young people and adults at risk. As part of the club's Recruitment Policy, you are required to complete this self-declaration. Further information regarding criminal record checks and self-declarations can be accessed from the club's Safer Recruitment Guidance which is available from the Safeguarding Team (safeguarding@arsenal.co.uk).

1. Do you have any convictions, cautions, community resolutions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?*

YES / NO

**due to the nature of the role that you are applying for, spent convictions are to be disclosed by virtue of the Rehabilitation of Offenders Act Exception Order. 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 & Barring Service or Nacro website.*

If **YES**, please give details:

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.....
.....

2. Are you a person who has been investigated, or is currently being investigated by any Social Services or Police department as being an actual or potential risk to children, young people or adults at risk?

YES / NO

If **YES**, please give details:

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.....
.....

3. Are you a person who has ever been, or is currently, barred from working with children, young people or adults at risk? (**Please note: it is an offence for a barred person to apply for a position in regulated activity**)

YES / NO

If **YES**, please give details:

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.....

As you will be working with children and young people in a 'regulated activity' post, this role will require an Enhanced and Barred List Disclosure and Barring Service (DBS) Check.

REFERENCES

Please give the name and address of two referees. These could be your most recent employer, personal or academic referees. Please do not use a family member as a referee.

1

Name _____

Address _____

Telephone _____

Email address _____

Relationship to you _____

2

Name _____

Address _____

Telephone _____

Email address _____

Relationship to you _____

DECLARATION

I agree that any offer of placement on the Arsenal Gap Year programme is subject to satisfactory references, a satisfactory criminal record check, medical information supplied and a medical examination (if required). I confirm that the information supplied by me on this form is correct.

SIGNATURE _____ DATE _____

PRINT NAME _____

ARSENAL FOOTBALL CLUB POLICY STATEMENT ON RECRUITMENT OF EX-OFFENDERS

The club recognises the contribution that ex-offenders can make and welcome such applications. A person's criminal record will not, in itself, debar that person from being appointed to a post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. Any information given will be treated in the strictest confidence.

It is important that applicants understand that failure to disclose all convictions, cautions, reprimands or final warnings that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) could result in disciplinary proceedings, dismissal or terminations of contracts/agreements.

Please note that the information you have given on this form will not be disclosed outside Arsenal in the Community, HR and Safeguarding Teams without your consent. The decision to invite you to attend an interview will be based on the information you provide on this form. It is therefore important that ALL sections are completed. Please do not attach your CV as this will not be considered.

If you require any further information, please email gapyear@arsenal.co.uk.