

HULL CITY - APPLICATION FORM

Thank you for your interest in working for Hull City. We understand that completing an application form can sometimes be a bit tedious, but we promise that it won't take too long!

Your application form plays a key part in deciding whether you'll be successfully selected for an interview, so it's important to complete the form giving as much detail as you can. We are committed to ensuring we have a fair and equal recruitment process; therefore, we request that all applicants complete this form as CVs will not be accepted.

GUIDANCE ON COMPLETING THE APPLICATION FORM

- Take your time and complete with as much detail, and as accurately as you can.
- Please double check the application deadline date and make sure your application is submitted on time.
- Please complete in black ink or electronically.
- Please do not send a copy of your CV as this will not be accepted and your application will not be considered.
- Please ensure that you have read and understand the role. If you do not have a copy of the Job Description, please email the HR team to request it.
- If you need any help or have any queries, please email the HR team: recruitment@wearehullcity.co.uk

SECTION 1. VACANCY DETAILS

Title of position/role applied for:

Vacancy reference number:

Where did you hear about the role?

☐ Club Website ☐ LinkedIn ☐ EFL iRecruit

Other (please specify)

SECTION 2. ABOUT YOU

Title:

First name(s):

Surname(s):

Preferred name:

Home telephone number:

Mobile number:

MKM STADIUM, WEST PARK,
HULL, HU3 6HU

T: (01482) 504600

Company No: 04032392



@HullCity

Hull City

@hullcity

www.wearehullcity.co.uk



Full Home Address:

Post Code:

Email Address:

Have you lived overseas for more than eight continuous weeks, since the age of 16, and in the last 10 years?

☐ Yes* ☐ No

**If yes, depending on the nature of the role and successful appointment, we may require an overseas criminal record check. If this is required, you will be made aware.*

Do you hold a current and valid UK Driving License?*

If yes, what type of license do you hold?

☐ Yes ☐ No

☐ Full ☐ Provisional

**We only need to know this information if the job requires you to hold a Driving License. You will find this information on the Job Description.*

SECTION 3. ADDITIONAL INFORMATION

Do you currently work for us?

☐ Yes ☐ No

If yes, please give details:

Have you applied for employment with Hull City previously?

☐ Yes ☐ No

If yes, please give details:

Have you been recommended by an employee of Hull City, or an associated Company, to apply for this role?

☐ Yes ☐ No

If yes, please give name of employee who has referred you:

Are you related to anyone at Hull City, or an associated Company?

☐ Yes ☐ No

If yes, please give details:

SECTION 4. RIGHT TO WORK

Are you eligible to work in the UK?*

☐ Yes ☐ No

**You will be required to provide evidence of eligibility criteria.*

Do you require a work permit or visa to work in the UK?*

☐ Yes ☐ No

**Please note that unfortunately we are not able to offer work permits or sponsorship visas for roles, unless stated otherwise in the job advert.*

SECTION 5. CRIMINAL RECORD CHECK

Please be aware that positions which involve working in regulated activity with children, and/or vulnerable adults, will be subject to an enhanced DBS check which may include a Barred List check, depending on the nature of the role. If this is required for the role, you will be made aware.

The amendments to the Rehabilitation of Offenders Acts 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered "protected". This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

☐ Yes* ☐ No

***If yes, please give details of any UNSPENT CONVICTIONS and/or PROSECUTIONS PENDING and/or SPENT CONVICTIONS (including cautions, reprimands and final warnings):**

Are you the subject of a Disqualification Order?

☐ Yes* ☐ No

***If yes, please give details below:**

SECTION 6. DISCLOSURE AND BARRING SERVICE (DBS) CHECK

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

☐ Yes* ☐ No

*If yes, please give details of any UNSPENT convictions or cautions you may have:

Have you ever been known to any Children's Services department, any Local Authority or to Police as being a risk or potential risk to children?

☐ Yes* ☐ No

Have you ever been the subject of any disciplinary investigation or sanction by any organisation due to concerns about your behavior towards children?

☐ Yes* ☐ No

Do you have any pending criminal prosecutions?

☐ Yes* ☐ No

Have you ever received a ban (temporary or permanent) from a Football League or Premier League Ground?

☐ Yes* ☐ No

*If you have selected Yes to any of the above, please provide further details:

SECTION 7. EDUCATION AND QUALIFICATIONS

Only complete this section if you have qualifications relevant to the post. You should include details of any equivalent overseas qualifications. Please note the original certificates may need to be produced.

| School / College / University / Training Provider | Date Achieved | Qualification | Level & Grade (if applicable) |
|---------------------------------------------------|---------------|---------------|-------------------------------|
| | | | |

Please give details and registration number(s) where relevant of any professional memberships and/or governing bodies you are registered with, which are applicable to the post you are applying for (e.g. HCPC Reg No):

| Professional Body | Membership Number | Membership Status | Since |
|-------------------|-------------------|-------------------|-------|
| | | | |

SECTION 8. EMPLOYMENT HISTORY

Previous Employment: Please list chronologically, starting with current or most recent employer.

| Name & Address of Employer | Start Date | End Date | Position Held & Brief Description of Duties | Reason for Leaving |
|----------------------------|------------|----------|---------------------------------------------|--------------------|
| | | | | |



Voluntary or Unpaid Work - Please tell us about any voluntary or unpaid work you are doing now or that you have done in the past.

| Name & Address of Employer | Start Date | End Date | Position Held & Brief Description of Duties | Reason for Leaving |
|----------------------------|------------|----------|---------------------------------------------|--------------------|
| | | | | |

If you need to provide further details for this section, please attach extra pages.

SECTION 9. SUPPORTING STATEMENT

Please tell us, using a maximum of 500 words, why you are interested in this role and how your experience, skills, knowledge and personal qualities meet the requirements outlined in the job description, providing relevant examples where possible.



SECTION 10. REFERENCES

Please give details of two referees. One must be your current employer or if currently unemployed, your most recent employer, and should not be a family member unless they are either your current or previous employer. References must cover at least the last 3 years of employment and must be from different employers.

If you have never been employed, please give details of two people who know you well, but are not family members, such as course tutor, community, or voluntary group members/leaders.

References will only be taken up if you are successful at the selection stage.

REFERENCE 1

Full name:

Job title:

Email address (this must be their professional email address):

Telephone number:

Company name:

Company address:

Post Code:

REFERENCE 2

Full name:

Job title:

Email address (this must be their professional email address):

Telephone number:

Company name:

Company address:

Post Code:

Do you currently or have you previously worked with children or (vulnerable) adults/ adults at risk?

☐ Yes* ☐ No

*If yes, please provide a reference from your most recent employer who employed you to work with children or (vulnerable) adults/ adults at risk, if not already provided.

REFERENCE 3

Full name:

Job title:

Email address (this must be their professional email address):

Telephone number:

Company name:

Company address:

Post Code:

SECTION 11. DECLARATION AND DATA PROTECTION

I confirm that, to the best of my knowledge and belief, all the information given in this application is correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal and possible referral to the police or other agencies if I am in post.

I expressly consent to personal data contained within this form being recorded for the purpose of assessing suitability for the post and may form the basis of any subsequent personnel file. Hull City Tigers Ltd is committed to protecting the privacy of and security of the personal information of all applicants/candidates, be that for employment in any capacity. Hull City Tigers Ltd undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the General Data Protection Regulation (GDPR) 2018.

Print name:

Signature:

Date:

RETURNING THIS APPLICATION FORM

Please return your completed application form by no later than the closing date stated on the job advert. Late applications will not normally be considered.

If you are sending this form by email/online submission then you should note that, in the absence of this signature, the emailing/submission of this application constitutes your personal certification that the details are correct.

Please email your completed application form to recruitment@wearehullcity.co.uk or post to: HR Dept, MKM Stadium, West Park, Hull, HU3 6HU.

Thank you for your time completing and submitting the application form. All shortlisted candidates will be contacted for interview after the closing date.

Please review the following information relating to candidates who may have a disability and our pledge as an equal opportunities employer.

SECTION 12. INFORMATION FOR CANDIDATES WITH A DISABILITY

Hull City Tigers Ltd welcomes applications from all sectors of the community, including those with a disability. The Equality Act 2010 defines a disability as a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.

If your application is shortlisted and you are invited to an interview, the HR Department will ask you by email if any adjustments are required for the interview itself. There will also be the opportunity at the interview to discuss any adjustments to the workplace or working arrangements that may be required to enable you to carry out your duties if you are recruited.

Do you consider yourself to have a disability or impairment?

☐ Yes* ☐ No

***If yes, please use the space below to advise us of any disabilities you may wish to disclose:**

SECTION 13. EQUAL OPPORTUNITIES

Hull City Tigers Ltd is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, marriage and civil partnerships. To view our policy, please visit www.wearehullcity.co.uk

Hull City Tigers Ltd are passionate about ensuring that equal opportunities exist for everyone and across all areas of the Club. As part of this ongoing commitment to achieving equality, we are monitoring the diversity of our employees and applicants.

Hull City Tigers Ltd would appreciate your support in completing our 'Equality & Diversity Monitoring Form'. To access this, please return to the Hull City Tigers vacancies page and scroll to the bottom where you will see the form to download.

Once complete, please return to the HR team by email to recruitment@wearehullcity.co.uk or post to: HR Dept, MKM Stadium, West Park, Hull, HU3 6HU.

If you have any queries regarding the Equality & Diversity Monitoring Form, please contact the HR team on the above email.