



Application Form / Information Sheet

The following sheet indicates the information required to apply for a position with Bristol Rovers Football Club as an Employee or Casual Worker. Please write clearly, in capitals if necessary, before returning a signed copy. Any missing information may delay the application or any subsequent offer being made.

Please supply your original passport as proof of your right to work in the UK. A photocopy will be signed and dated to say that the details have been checked.

| | | | |
|-----------------|--|---------------|--|
| Candidate Name: | | Today's Date: | |
|-----------------|--|---------------|--|

Section 1 – To be completed by the Manager

| | | |
|--|----------|-------------|
| Right to Work in the UK – the Manager must see the original documents for ONE of the following options prior to offer date. They should check the details, take a copy and sign and date the copy. | | |
| UK or EEA (European Economic Area) Passport, OR | Yes / No | Check date: |
| EEA ID Card, OR | Yes / No | Check date: |
| Full UK birth certificate & Official document showing NI No: | Yes / No | Check date: |

Section 2 – To be completed by the Candidate

| | | | |
|---|---|--|--|
| Address: | | Home No: | |
| | | Mobile No: | |
| | | Email: | |
| Emergency Contact in UK: | Name – Relationship – Address – | Home No: Work No: Mobile No: Email: | |
| Please attach a CV or detail any previous experience in a similar capacity: | | | |
| Employment Reference 1 (to be contacted by the manager): | Name – Position – Company – Address – | Phone No: Mobile No: Email: | |
| Employment Reference 2 (to be contacted by the manager): | Name – Position – Company – Address – | Phone No: Mobile No: Email: | |
| Rehabilitation of Offenders Act | Have you ever been convicted of a criminal offence? Have you any prosecutions pending? If yes, please give details of dates of offence(s) and sentence: | Yes / No Yes / No | |
| BAME Declaration | Do you consider your ethnicity to fall within one of the following definitions: • White Yes / No • Black Yes / No | • Asian Yes / No • Other Minority Ethnic Yes / No | |
| Other Information: | (do we need to know anything else about you? ie, previously agreed holidays) | | |

Please keep this form confidential and return both pages to Lin Cross with a P45, if available.



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I confirm the information provided throughout this application process is truthful and accurate. I have omitted no facts that could affect my employment or casual work. I understand any false misleading statements could place any subsequent employment or service in jeopardy. I understand any employment or service entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I express consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

| | | | |
|---------|--|-------|--|
| Signed: | | Date: | |
|---------|--|-------|--|

Section 3 – To be completed by the Manager to create a Casual Worker Agreement or Offer of Employment

| | | | |
|--|--|------------------|---|
| Full name: | | Start date: | |
| Position: | | Pay: | £ |
| Reporting to: | | Payroll: | |
| Probationary: | | Contract type: | |
| Notice during Probationary: | | Agreed hours: | |
| Notice thereafter: | | Pattern of work: | |
| Safeguarding: | | | |
| DBS: | | | |
| Authorisation Name: | | | |
| Date: | | | |
| I have checked the applicant's right to work in the UK and authorise an offer for Casual Work or Employment. | | Signed: | |

Section 4 – To be completed by the Candidate if known

| | | | |
|--|---|--|--|
| Nationality: | | Date of birth: | |
| Passport No: | | Place of birth: | |
| NI Number: | | Age: | |
| Disability: | Yes / No If yes, please supply details | Gender: | |
| | | Marital status: | |
| Present circumstances: <i>(Please circle the relevant letter and attach your P45 if you have one)</i> | A This is my first job since 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit or a state or occupational pension. OR B This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension. OR C As well as my new job, I have another job or receive a state or occupational pension. | | |
| <i>(Please circle yes or no)</i> | Yes/No I have a Student Loan which is not fully repaid and I left a course of UK higher education before last 6 April and I received my first Student Loan instalment on or after 1 September 1998. Select 'no' if you are repaying your Student Loan direct to the Student Loans Company by agreed monthly payments. | | |
| Bank details (for payroll): | Name on Account – Bank Address – | Bank name – Sort code – Account No – | |
| I give permission for my pay slips to be emailed to me. | Yes / No | Signed: | |
| If yes, please provide a unique password for pay slips. | | | |

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