**Application Form**

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| **Personal Information**:  Full Name:  Contact Details:  Email Address: |

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| **Position Applied For**:  Role:  Department: |

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| **Education**:  Highest Qualification:  Institution:  Year of Graduation: |

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| **Professional Experience**:  Current/ Most Recent Employer:  Job Title:  Employment Dates:  Responsibilities: |

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| **Previous Employment**:  Employer:  Job Title:  Employment Dates:  Responsibilities: | Employer:  Job Title:  Employment Dates:  Responsibilities: |

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| **Volunteer Experience:**  Organisation:  Role:  Dates:  Responsibilities: | Organisation:  Role:  Dates:  Responsibilities: |

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| Carlisle United Football Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of our recruitment process, applicants will be required to submit to Enhanced DBS Criminal Records checks, including checks against the Barred Lists. This role is exempt from the Rehabilitation of Offenders Act 1974, and all convictions, including spent convictions that have not been subject to filtering by the DBS, should be declared.  Have you ever been convicted of a criminal offence (which is not a spent conviction under the Rehabilitation of Offenders Act 1974 as modified by the Legal Aid, Sentencing and Punishment Act 2012)?   * Yes [ ] * No [ ]   If yes, please provide further information:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Additional Information**:  Why do you want to work for our football club?  What makes you a suitable candidate for this role? |

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| **Declaration:** I declare that the information provided in this application form is true and accurate to the best of my knowledge.  **Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

If you would like to support your application with a CV then please send this in to [enter email address] along with the application form.

**Accessibility Statement**

At Carlisle United Football Club, we are committed to ensuring that our application process is inclusive and accessible to all candidates, including those with disabilities. We believe in providing equal opportunities and fostering a diverse and inclusive environment.

**Our Commitment**

We are dedicated to making our application process accessible to everyone. This includes providing reasonable adjustments and accommodations to ensure that all candidates can participate fully in the recruitment process.

**Support and Feedback**

We welcome your questions and feedback regarding the accessibility of our application process. If you encounter any barriers or require assistance, please let us know how we can help. You can reach us at:

* Phone: 01228 526237

**Alternative Formats**

We offer our application form in alternative formats, such as large print, Braille, or audio, to accommodate different needs. If you require the application form in an alternative format, please contact us using the details above.

**Reasonable Adjustments**

We are committed to providing reasonable adjustments to candidates who need them. This may include additional time to complete the application, alternative methods of submission, or other accommodations. Please let us know if you require any adjustments.

**Inclusive Language**

We use inclusive and non-discriminatory language in our job descriptions and application forms to encourage all candidates to apply.

**Continuous Improvement**

We are continuously working to improve the accessibility of our application process. We welcome your feedback and suggestions on how we can make our process more inclusive.

**Contact Us**

If you have any questions or need assistance, please contact us at:

Carlisle United Football Club

Brunton Park

Warwick Road

Carlisle  
01228 526237

**Privacy Policy for Job Applicants**

**Introduction**

Carlisle United Football Club ("we", "us", "our") is committed to protecting and respecting your privacy. This privacy policy explains how we collect, use, and protect the personal data you provide when applying for a job with us.

**What Information We Collect**

We may collect and process the following personal data about you:

* Personal details such as your name, address, email address, and phone number.
* Employment history, qualifications, and references.
* Information about your right to work in the UK.
* Any other information you provide in your application form or during the recruitment process.

**How We Use Your Information**

We use your personal data to:

* Process your job application and assess your suitability for the role.
* Communicate with you about the recruitment process.
* Verify your information and conduct reference checks.
* Comply with legal and regulatory requirements.

**Legal Basis for Processing**

We process your personal data based on the following legal grounds:

* Your consent, which you provide when you submit your application.
* Our legitimate interests in managing our recruitment process and ensuring we hire suitable candidates.
* Compliance with legal obligations, such as verifying your right to work in the UK.

**Data Retention**

We will retain your personal data for as long as necessary to complete the recruitment process. If your application is unsuccessful, we may retain your data for a period of [specify duration, e.g., six months] to consider you for future opportunities, unless you request us to delete it sooner.

**Data Security**

We take appropriate measures to protect your personal data from unauthorized access, loss, or misuse. This includes implementing technical and organizational security measures.

**Your Rights**

You have the following rights regarding your personal data:

* The right to access your data and request a copy.
* The right to rectify any inaccuracies in your data.
* The right to request the deletion of your data.
* The right to restrict or object to the processing of your data.
* The right to data portability.

To exercise any of these rights, please contact us at [contact details].

**Changes to This Privacy Policy**

We may update this privacy policy from time to time. Any changes will be posted on our website, and where appropriate, notified to you by email.

**Contact Us**

If you have any questions or concerns about this privacy policy or our data practices, please contact us at:

Carlisle United Football Club

Brunton Park

Warwick Road

Carlisle  
01228 526237