Logo

Description automatically generated

**Application Form for Fitness Instructor - Duty Manager**

The information of this application form will be kept confidentially by the Wheathampstead Chapel Community Hub CIO, unless requested by an appropriate authority.   
If there is insufficient room to fully answer any question, please continue on separate sheet(s).

|  |  |
| --- | --- |
| Name of Organisation:  Chapel Gym – part of Wheathampstead Chapel Community Hub | |
| Job applied for:  Fitness Instructor – Duty Manager | Ref:  N/A |

|  |  |
| --- | --- |
|  |  |

|  |
| --- |
| Surname: |
| First name(s): |
| Address: |
| Email: |

Contact telephone numbers

Please indicate convenient times for us to contact you. Discretion will be used when contacting you at work.

Home:

Work:

Mobile:

|  |
| --- |
| **Do you have the legal right to work and live in the UK?**    **Yes.**  **NB: Please note, should you be short-listed for interview, you will be required to bring your passport or equivalent documentation as outlined by the Home Office and UK Border and Immigration regulations for verification purposes. Please view attached paperwork for further details.** |
| **Do you require any special arrangements for interview and/or to help you take up this role?** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education – Professional, Postgraduate, First Degree/Diploma**  Please list all **degrees/diplomas/professional qualifications** etc. held at or currently studied for, whether at first degree or postgraduate level. **List most recent first** and give all results known whatever the outcome. | | | | |
| **From - To**  **Month/Year** | | **Higher Education Institution** | **Award and Title of Award (HND/Degree/Dipl/Msc/PhD etc) List main subjects below title** | **Results**  **(expected/awarded)** |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education – Prior to Higher Education**  Please list all qualifications achieved (other than higher education) **e.g. - GCSEs, A Levels etc.  List most recent first** and give all results known whatever the outcome. | | | | |
| **From - To**  **Month/year** | | **School/College** | **Examinations**  **Taken** | **Results awarded** |
|  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employment and Work Experience**  Please briefly describe any work (whether paid or unpaid) which you have undertaken.  Highlight (\*) the two most relevant and note what you have achieved. | | | | | | |
| **From - To**  **Month/Year** | | | **Employer** | **Job Title/Responsibilities** | **Achievements** | |
|  | |  |  |  |  | |
| **Other Training**  Please list any courses you have undertaken, including dates and duration, which did not lead to a qualification and which you feel are relevant to the advertised role. | | | | |
|  | | | | |

|  |
| --- |
| **Personal Interests/Achievements**  Use the space below to describe with dates (year) any part-time activities. Include organizing, leading of group activities. Those requiring initiative, creativity or giving intellectual development are also of interest. |
|  |

|  |
| --- |
| **Specific Skills**   1. List any languages that you know indicating level of proficiency (basic/working knowledge/fluent/ mother tongue). 2. Specify your experience with any generic computer packages/programmes (limited/working knowledge/extensive). 3. Indicate any other specific relevant skills. |
|  |

|  |
| --- |
| **Suitability for the Post**  Explain why you have applied for this job, making sure that you fill out each section below to outline your relevant qualifications and experience as they relate to the person specification. Emphasise why you consider yourself to be a strong candidate. Please use a further sheet of paper if necessary. |
| **Why are you applying for this role?:** |
| **Education and Qualifications not already listed:** |
|  |

|  |
| --- |
| **Knowledge & Experience:** |
|  |
| **Skills & Abilities:** |
|  |
| **Other:** |
|  |

|  |  |  |
| --- | --- | --- |
| **References**  Please give details of two individuals, not related to you, who would be willing to provide employment references. One of these must be your present employer if you are currently working (paid or voluntary). Please ensure that your referees provide relevant information, if possible. If the job you are applying for involves supporting children and/or vulnerable adults, one of the referees should be able to comment on this. The other should be a person who is able to comment on your ability to perform the role for which you are applying. We will not contact the referees until we have agreed the timing with you. | | |
| Full Name: | Full Name: | |
| How is the referee known to you? | How is the referee known to you? | |
| Position: | Position: | |
| Address: | Address: | |
| Telephone: | Telephone: |
| Email: | Email: |
| **Availability** | |
| Are you available for interview in September 2023? Please advise any particular times you are unavailable. | Please give the date from which you are available for employment: |

|  |  |
| --- | --- |
| **Criminal record checks** | |
| If the role you are applying for involves frequent or regular contact with or responsibility for children or adults at risk, you will be required to undertake a Disclosure and Barring Service (DBS) check, or the Scottish equivalent, a Protecting Vulnerable Groups (PVG) disclosure record. To proceed with this, you will be asked to complete a self-declaration form (Appendix N of *Good Practice 5*), which needs to be placed in a separate envelope, sealed and sent to the appropriate person at the time of application, before the deadline.  The form will not be opened before the decision to interview has taken place. | |
| Is the job you are applying for related to regulated work or activities with children,  young people or vulnerable adults? | **Yes**    No |

|  |
| --- |
| **Declaration**   1. I declare that the information given on this form is correct and understand that, on appointment, any misleading statements or deliberate omissions will be regarded as grounds  for disciplinary action if employed. 2. I acknowledge that an appointment, if offered, will be subject to satisfactory references and clear criminal record checks for those who undertake regulated activities and work with  children and/or adults at risk. 3. If it applies, I have sent the self-declaration form to the person advised in a separate,  sealed envelope. |
| Signed: Date:  Name (please print): |

**

Thank you for taking the time to complete this form.