**APPLICATION FORM**

**Position Applied for:** Ticketing Executive

Please complete this application form and return via email to jointheteam@tigers.co.uk

**Personal Details:**

|  |  |
| --- | --- |
| **Surname** | Click here to enter text. |
| **Forename(s)** | Click here to enter text. |
| **Contact Telephone Number** | Click here to enter text. |
| **Contact Email Address** | Click here to enter text. |

**Essential Criteria:**

* A degree in a relevant subject or relevant experience Yes [ ]  No [ ]
* Telesales Experience Yes [ ]  No [ ]
* Excellent Communication Skills Yes [ ]  No [ ]
* Customer Focused Yes [ ]  No [ ]
* Computer and email literate Yes [ ]  No [ ]
* Required to pass a DBS check Yes [ ]  No [ ]
* Eligible to work in the UK. Yes [ ]  No [ ]
* Full and Valid UK driving licence Yes [ ]  No [ ]

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| If you have checked “no” for any of the above, please provide more details here. |

**Desirable Criteria:**

* Previous experience working at a sports club Yes [ ]  No [ ]
* Previous experience working on a ticketing system Yes [ ]  No [ ]

**Application Statements:**

Please tell us why you are interested in this position, and why with the Leicester Tigers specifically:

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| Click here to enter text. The text box will expand as you type. Please stick to a maximum of 250 words. |

Please tell us why you believe you are the right person for this positon. Please reference your most relevant experiences and skills to support your points:

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| Click here to enter text. The text box will expand as you type. Please stick to a maximum of 250 words. |

**Education and Training:**

Please list your current qualifications, starting with the most recently attained. Academic qualifications need only be listed as far back as A Levels (or equivalent). Additional space is provide at the end of this form if needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification/Course Name** | **From (MM/YY)** | **Until (MM/YY)** | **Course Provider / Learning Establishment** | **Grade / Level Attained** |
| Click here to enter text. | MM/YY | MM/YY | Click here to enter text. | Grade / Level |
| Click here to enter text. | MM/YY | MM/YY | Click here to enter text. | Grade / Level |
| Click here to enter text. | MM/YY | MM/YY | Click here to enter text. | Grade / Level |
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| Click here to enter text. | MM/YY | MM/YY | Click here to enter text. | Grade / Level |
| Click here to enter text. | MM/YY | MM/YY | Click here to enter text. | Grade / Level |

**Employment History:**

Please list your previous employment, starting with your most recent/current role. Additional space is provide at the end of this form if needed.

|  |  |  |  |  |  |
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| **Employer Name** | **From** | **Until** | **Job Title** | **Salary** | **Reason for leaving** |
| Click here to enter text. | MM/YY | MM/YY | Click here to enter text. | £XX,XXX | Click here to enter text. |
| **Summary of Key Responsibilities:*** Click here to enter text.
* Click here to enter text.
* Click here to enter text.

Click here to enter additional information/responsibilities. |
| **Employer Name** | **From** | **Until** | **Job Title** | **Salary** | **Reason for leaving** |
| Click here to enter text. | MM/YY | MM/YY | Click here to enter text. | £XX,XXX | Click here to enter text. |
| **Summary of Key Responsibilities:*** Click here to enter text.
* Click here to enter text.
* Click here to enter text.

Click here to enter additional information/responsibilities. |
| **Employer Name** | **From** | **Until** | **Job Title** | **Salary** | **Reason for leaving** |
| Click here to enter text. | MM/YY | MM/YY | Click here to enter text. | £XX,XXX | Click here to enter text. |
| **Summary of Key Responsibilities:*** Click here to enter text.
* Click here to enter text.
* Click here to enter text.

Click here to enter additional information/responsibilities. |
| **Employer Name** | **From** | **Until** | **Job Title** | **Salary** | **Reason for leaving** |
| Click here to enter text. | MM/YY | MM/YY | Click here to enter text. | £XX,XXX | Click here to enter text. |
| **Summary of Key Responsibilities:*** Click here to enter text.
* Click here to enter text.
* Click here to enter text.

Click here to enter additional information/responsibilities. |

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

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| Click here to enter text. |

**Safeguarding:**

At Leicester Football Club plc, safer recruitment is an important component of our safeguarding programme. With the successful candidate for this role having the potential to interact with children, young people, or adults at risk, it is important that safeguarding forms part of our initial screening process.

Have you ever had any difficulty obtaining a DBS certificate? Yes [ ]  No [ ]

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| If you have checked “yes”, please provide more details here. |

Do you have any unspent convictions? Yes [ ]  No [ ]

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| If you have checked “yes”, please provide more details here. |

Please list details below of any relevant safeguarding training that you have undertaken:

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| Click here to enter text. |

**Other Information:**

Do you hold a full driving licence that is valid within the UK? Yes [ ]  No [ ]

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| If “yes”, please provide details of any current endorsements (i.e. points), if any, and explain what these were for. |

Have you previously applied to Leicester Football Club plc or The Leicester Tigers Foundation? Yes [ ]  No [ ]

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| If “yes”, please provide details of when this was, which role it was for, and what the outcome was. |

Do you know any employees of Leicester Football Club plc or The Leicester Tigers Foundation? Yes [ ]  No [ ]

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| If “yes”, please provide the name or names of the employee(s) and the capacity in which you know them. |

How many weeks’ or months’ notice do you have to give to your current employer?

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| Click here to enter text. |

If you have a disability, please provide details of any special arrangements or adjustments you would require to attend interview, if any:

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| Click here to enter text. |

Please list any dates that you are **not** available for interview:

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| Click here to enter text. |

Additional Space:

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| Click here to enter text. |

**Declaration:**

By submitting this application form I confirm that the information given is complete and correct. I understand that any offer of employment will be conditional upon me having attained all the qualifications, and undertaken all the work experience stated in this application. I understand that Leicester Football Club plc reserves the right to withdraw a job offer or terminate my employment where it is discovered that I do not have the said qualifications or experience or where I have provided false or misleading information. I agree to Leicester Football Club plc processing the information set out in this application, for the purposes of this recruitment process.