

## Application for Employment

Thank you for your interest in applying for a position with Harlow and District Sports Trust at Harlow Leisurezone.

You will find in this pack some information about Harlow and District Sports Trust (HDST) and an Equal Opportunities monitoring form.

Applications will only be accepted on the enclosed application form. Completed application forms should be returned to HR by the closing date (if applicable).

HDST is committed to equal opportunities in employment and as part of this commitment, our selection procedures are routinely monitored to ensure that discrimination does not occur.

If you have any questions about the job you are applying for, please contact HR on **01279 621512** or email [careers@harlowleisurezone.co.uk](mailto:careers@harlowleisurezone.co.uk)

If you have not heard from us within four weeks of submitting the application form, please assume that your application has been unsuccessful on this occasion. Due to practical and economic reasons we are unable to write to unsuccessful candidates.

We look forward to receiving your application.

# Equal Opportunities Monitoring

The information in this section will be treated in the strictest confidence. The results will be used to produce overall statistics about recruitment and selection and to take action to prevent discrimination.

## Ethnic origin

**Please tick one of the following:**

Bangladeshi

Chinese

East African Asian

Indian

Kashmiri

Pakistani

Vietnamese

Other Asian, please specify

Black British

Caribbean

Somali

Other African

Middle Eastern

Other Black, please specify

White and Black Caribbean

White and Black African

White and Asian

Other mixed origin, please specify

Irish

White British

Other white, please specify

## What is ethnic origin?

Ethnic origin refers to members of an ethnic group who share the same cultural identity. This does not mean country of birth or nationality.

## Date of birth

## Marital status

## Sexuality

(completion of this section is optional.)

We are monitoring sexuality in order to demonstrate our commitment as an equal opportunities employer, to highlight any possible inequalities and remove any unfairness or disadvantage.

**Please tick one of the following:**

Bisexual

Gay

Heterosexual/Straight

Other

I do not wish to disclose

## Gender/Disability

**Please tick one of the following:**

I am:

Female

Male

Do you consider yourself to have a disability?

Yes

No

# Application

From your submission, the recruitment panel will need to gain enough evidence about how you might meet the requirements of the person specification to be able to short-list you.

You can apply online at [www.harlowleisurezone.co.uk/careers](http://www.harlowleisurezone.co.uk/careers)

## Application for position of:

## Personal details

Title: Mr   Mrs   Miss   Ms   Other

First name(s):

Last name:

Permanent address:

Postcode:

Telephone/textphone:

Mobile:

Email:

Preferred method of communication:

Are you entitled to work in the UK?      Yes      No

Under current legislation you will need to provide documentary evidence, eg. valid passport, showing your entitlement to work in the UK, if you are short-listed for interview.

Where did you see this vacancy advertised?

## References

Please give details of two people who have agreed to act as referees. One must be your current or most recent employer who will be asked for information about attendance and sickness absences. You should indicate if you do not wish us to take up a reference without your consent. Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process.

Name:

Address:

Postcode:

Relationship:

Telephone:

Mob:

Email:

Please tick here if you do not wish this referee to be contacted at this stage

Name:

Address:

Postcode:

Relationship:

Telephone:

Mob:

Email:

Please tick here if you do not wish this referee to be contacted at this stage

## Period of notice:

If offered the job, how soon could you start?





## Any other training

(including apprenticeships, courses and seminars which are relevant to the post for which you are applying. Please indicate the year that training was completed).

## Hours you can work

As an aid to our recruitment process please indicate by ticking the boxes below the days and times that you are able to work.

Monday	<input type="checkbox"/> 5:45 - 12:00	<input type="checkbox"/> 12:00 - 17:00	<input type="checkbox"/> 17:00 - 20:00	<input type="checkbox"/> 20:00 - 22:30
Tuesday	<input type="checkbox"/> 5:45 - 12:00	<input type="checkbox"/> 12:00 - 17:00	<input type="checkbox"/> 17:00 - 20:00	<input type="checkbox"/> 20:00 - 22:30
Wednesday	<input type="checkbox"/> 5:45 - 12:00	<input type="checkbox"/> 12:00 - 17:00	<input type="checkbox"/> 17:00 - 20:00	<input type="checkbox"/> 20:00 - 22:30
Thursday	<input type="checkbox"/> 5:45 - 12:00	<input type="checkbox"/> 12:00 - 17:00	<input type="checkbox"/> 17:00 - 20:00	<input type="checkbox"/> 20:00 - 22:30
Friday	<input type="checkbox"/> 5:45 - 12:00	<input type="checkbox"/> 12:00 - 17:00	<input type="checkbox"/> 17:00 - 20:00	<input type="checkbox"/> 20:00 - 22:30
Saturday	<input type="checkbox"/> 7:00 - 12:00	<input type="checkbox"/> 12:00 - 17:00	<input type="checkbox"/> 17:00 - 20:00	<input type="checkbox"/> 20:00 - 22:30
Sunday	<input type="checkbox"/> 7:00 - 12:00	<input type="checkbox"/> 12:00 - 17:00	<input type="checkbox"/> 17:00 - 20:00	<input type="checkbox"/> 20:00 - 22:30

## Type of employment required

(Please tick)

Full Time

Part Time

Casual Work

## Information in support of your application

Please provide information that demonstrates you can do the job successfully.

From your submission, the recruitment panel will need to gain enough evidence about how you might meet the requirements of the person specification to be able to short-list you.

Continue on another sheet if required



**Information in support of your application (continued)**

## Criminal Records

A disclosure is required for all positions applied for within HDST.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. If you have ever been convicted of a criminal offence please read the enclosed sheet and notify us if necessary on the separate sheet.

The written policy on the recruitment of ex-offenders will be made available to all applicants at the outset of the recruitment process.

## Declaration

I (print name in box):

confirm that to the best of my knowledge the information I have provided in this application (including home address and self declaration) is correct and true. I realise that if it is found that I have deliberately given false or misleading information I am liable to be disqualified from further consideration or, if appointed, to be dismissed immediately without notice.

Signature:

Date:

Applicants who return the application via email or online will be asked to sign the above declaration at interview, if invited to attend.

Please return the completed application form to:

HR Manger, Harlow Leisurezone, Second Avenue, Harlow Essex, CM20 3DT

or email [careers@harlowleisurezone.co.uk](mailto:careers@harlowleisurezone.co.uk)

Thank you for applying

## Data protection Act

HDST will use the information given on this application for recruitment and selection, HR Management and for employment purposes. The information you give will be held on computer and on manual records.

The information you give us will be kept confidential and your personal information will not be disclosed to third parties without your prior consent except where necessary to confirm factual information provided by you; to protect public funds, including the prevention and detection of fraud and/or otherwise required by law.

# Our Guiding Principles and Values

## A. Leadership

1. Leaders will be recognised as role models in the development of excellence.
2. Leaders will stimulate empowerment, innovation and creativity.
3. Leaders will have a positive impact in the promotion of equal opportunities.
4. Leaders will listen to the community, respond positively when possible and encourage community involvement.
5. Leaders will play an active role in promoting the organisation's vision, mission and strategy to people.
6. Leaders will value and support people to achieve the organisation's goals, and promote and celebrate that success when the goal is achieved.
7. The governance of the organisation will uphold the "Nolan" principles and the charities commissions "Hallmarks of Effective Charity".

## B. Partnership

1. Partnership working is highly valued on all levels and we will look to be proactive in this area where other organisations or initiatives can contribute to achieving our organisation's strategic objectives.
2. Staff working in partnerships will be clear about their role and responsibilities and be empowered to take decisions on behalf of the organisation.
3. Partnership working will involve all sectors, private, voluntary and community groups.
4. Partnership arrangements will seek the views of those involved to be clear about the outcomes required and the status to date in relation to achieving them.

## C. Getting Involved with the Community

1. Our systems for engaging the community in the development of services will be effective, particularly for under represented groups, and involve all stakeholders.
2. Our staff will understand the value of community engagement and possess the relevant skills and experience to continually improve the organisation's engagement strategy.
3. Our organisation will strive to create best practice techniques or innovation to engage with stakeholders, and improve services as a result.

## D. Communication

1. We will provide clear information about what we do and how we do it.
2. Communication between us and our customers is essential in effective service delivery.

## E. Fairness

1. We will treat everyone fairly, challenge inequalities and promote opportunities for all.
2. We will provide leisure time opportunities for the whole community, irrespective of their race, gender, level of ability or economic status.
3. We will provide open access to all, with a variety of payment options, including opportunities to pay as you go and direct debit easy payment options.

## F. The Future

1. We will aim to find the best ways of meeting today's needs without damaging the organisation's aspirations, in the long term, by building sustainability into our decision making.

## G. Service Delivery and Quality

1. We will use resources wisely to deliver value for money and quality services.
2. Our service will make a real difference to the community and people in the community.
3. Improvement in service quality is paramount to our success.
4. We will aim to provide high quality leisure facilities and services.

## H. New Ideas

1. We will look for new and better ways of providing services and meeting local needs.

## I. Valuing Customers and Staff

1. We will support and develop our staff so that they are part of a valued and effective team.
2. Our customers and staff are our greatest asset and customer service is driven by our staff's attitude to their work.



**Harlow & District Sports Trust exists for Health, Fitness, Sport and Recreation**

Harlow & District Sports Trust. A company limited by guarantee. Registered in England No. 622773  
Registered Charity No. 301328 VAT No. 213 8494 62

Registered Office: Harlow Leisurezone, Second Avenue, Harlow, Essex, CM20 3DT