



Application Form and Guidance

Your application forms a key part in deciding whether you are invited to an interview. The shortlisting process will measure it against the specifications of the job role description and decide who to interview based on the information you provide on your form. To ensure equal opportunities in recruitment, we request that all applicants complete the application form provided as CV's will not be accepted.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts within Rockstar Climbing may bring you into direct or indirect contact with vulnerable groups, including children, you must ensure that you include in your full application a full education/employment/training history from when you left school. We will require you to account for any gaps or anomalies in your application.

Point to remember

- Take your time and complete the form as fully and as accurately as you can;
- Make sure that you have read through the job role description and advertisement carefully, and ensure that you tailor your application form to these;
- Don't leave out any relevant experience, skills or knowledge that you have – however you gained it;
- If you complete the application form by hand, rather than typing it, make sure that it is very clear and legible. Use BLOCK CAPITALS if your writing is hard to read;
- Please do not send in your CV, it will not be accepted.
- You should complete all sections in black ink or electronically.

General Data Protection Regulation – GDPR

The information provided on this form will be processed in accordance with GDPR, which replaces the Data Protection Act 1998. This means that the information will be kept securely and confidentially, and only disclosed to an appropriate authority where required.

Application & Self Declaration Form

Date		
Position / Role Applied:		
Closing Date:		
Application Reviewed Date: *Internal Use Only*		Reviewed By: *Internal Use Only*

Section A – About You

Surname:	Previous Surnames:
Forename(s):	Preferred Name:

Title (e.g. Mr, Ms, Mrs, Miss, Dr)	
Current Address:	Email Address:
Postcode:	
Mobile Number:	
Do you have a driving license?	
Have you ever been dis-qualified from driving?	

Employment History

Current / Last employer's name:	
Position Held:	
Name and job title of your manager:	
Position held from:	To:
Reason for leaving:	
Outline of duties:	

Previous Employment

Employer:	Position:	From:	To:	Reason for leaving

Voluntary or Unpaid Work

Please tell us about any voluntary or unpaid work you are doing now or that you have done in the past. If you need more space, please use a blank sheet of paper and attach to your application.

Organisation:	Position:	From:	To:	Description:	Reason for Leaving:

Gaps in Employment

Please tell us about any gaps in your employment history. Please note you may be asked about these at the interview.

From:	To:	Reason:

Qualification and Professional Membership

Only complete this section if you have qualifications and/or membership of a professional body that is/are relevant to the post applied. You should include details of any equivalent overseas qualification. Please note original certificates may need to be produced.

School/College/Uni	From:	To:	Qualification:	Level & Grade:

Professional Body:	Membership Number:	Membership Status:	Since:

Supporting Statement

The supporting statement gives you an opportunity to tell us more about yourself and your suitability for the role.

Please tell us how you meet the requirements listed in the job specifications. Please use as many examples as you can under each requirement, referring to your current and previous employment, voluntary work, training or other relevant experience. Please use up to two additional sheets of paper to complete this and write your name on each additional sheet. Make sure you number them and attach them securely to your application form.

Sheet 1 of ____

Sheet 2 of ____

References

Please provide the names of two referees. If you are (or have been recently) employed in either a paid or unpaid capacity, one should be from your current or last employer. If you are a student, one should be a senior member of staff from your place of study. References from a relative or partner will not be accepted. If you have not been previously employed, a suitable character reference must be used.

References will only be taken up if you are shortlisted for the post you are applying for. We recommend contacting your referees in advance to check they are willing to act as a referee and so that they can expect our request.

Referee One	
Full Name:	
Relationship:	
Position held:	
Organisation:	
Address inc postcode:	
Telephone Number:	
Email Address:	

Referee Two	
Full Name:	
Relationship:	
Position held:	
Organisation:	
Address inc postcode:	
Telephone Number:	
Email Address:	

Returning this Application Form

Return your completed application and self-declaration form to work@rockstarclimbing.co.uk or by post; FAO Management, Rockstar Climbing, Unit 3, IO Centre, Hobley Drive, Swindon, SN34NS. Please confirm we receive these by 1800 on the closing date.

The self-declaration form should be provided in a separate, sealed envelope marked 'confidential' and will only be opened if you are successful. Email applications are acceptable, but you will be asked to sign the declaration if you are invited for interview. Late applications will not normally be considered.

Section B – Self Declaration Form and Guidance

Disclosure and Barring Service (DBS) Checks

All eligible posts in England involving work with vulnerable groups, including children, will require a Disclosure and barring Service (DBS) Check.

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.

Under the Rehabilitation of Offenders Act 1974, you only have to declare unspent convictions. However, all posts within Rockstar Climbing, including the one which you are applying for, is an exemption under this Act and if eligible, we will ask anyone who is provisionally offered a position/role, for an up-to-date criminal record check from the DBS which may provide information about convictions, cautions, reprimands and final warning that are not 'protected' but which might otherwise be regarded as spent. Rockstar will cover the cost of any CRB check provided we submit the application through our safeguarding officer.

Self-disclosure Form

The information you are required to provide as part of this form is not used for shortlisting purposes. However, if you are successful in being offered a post, your self-disclosure information will be discussed with you if we feel it is relevant to the job for which you are applying.

Criminal record information is dealt with in accordance with the Disclosure & Barring Service Code of Practice which can be viewed here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

If you have lived, studied or worked overseas in the last five years for a period of three months or longer you will be required to obtain a certificate of Good Repute (also referred to as a statement of Good Conduct) from the national embassy of the country/countries you have resided in to verify that you did not receive and convictions whilst living there. We would only expect an applicant to arrange a Certificate of Good Repute after an offer of employment is made. The cost of this and any necessary translation would be met by the applicant.

Please read the question below, related to information about criminal records

If the answer to the question is “Yes”, please provide details of offences, penalties, dates and the country in which they occurred, or of allegations made against you, on a separate sheet and attach this to your completed self-disclosure form.

Do you have convictions, cautions, reprimand’s, or final warnings that are not ‘protected’ as defined by the Rehabilitations of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013? **YES / NO**

Your right to work in the UK

We have a legal obligation to check individuals have a right to work in the UK before we employ them. Please confirm that you have a right to work in the UK and that you have documentary evidence for this.

See: <https://www.gov.uk/government/publications/acceptable-right-to-work-documents-an-employers-guide>

You will be asked to bring evidence with you if you are called for an interview.

“I confirm that I have a right to work in the UK and that I have evidence for this.” **YES / NO**

Access requirements for applicants with a disability

We will take all reasonable steps to remove any barriers you may otherwise face when attending interview.

Please tell us about any adjustments we may need to make to assist you at interview:

Declaration

By signing this declaration, you are agreeing with the statements below, which may be referred to in the future.

- I confirm that all the details I have provided in this application form are correct, and that I have not deliberately withheld any relevant information;
- I have not attempted to influence an employee of Rockstar Climbing in connection with this application;
- I understand that deliberately providing false information, failing to disclose relevant information or attempting to influence the recruitment process unfairly may lead to my application being rejected, any offer of employment (whether paid or unpaid) being withdrawn, or actual employment (whether paid or unpaid) being terminated;
- I give consent for Rockstar Climbing to request employment/academic information about me covering the past two years, for reference purposes, and held in accordance with GDPR;
- I note that the information provided on this application form may be held, further processed or verified in accordance with GDPR

Print Name:

Signature:

Date: