

# Casual Employment Application Pack

To enable you to find out more about the Casual Vacancies at Edge Hill Sport please refer to this Casual Employment Application Pack

- Welcome letter
- Application Form
- Brief of Job Descriptions and Person Specifications (*full versions also available*)

Please use the application form to tell us about your skills, experiences and attributes, which you consider, are relevant to the post. You are required to complete fully each section of the application form and your application will be assessed based upon the information provided.

Applications should be returned to **The Sports Centre, Edge Hill Sport, Edge Hill University, St Helens Road, Ormskirk, Lancashire, L39 4QP**. Please note that CV's will not be accepted in place of application forms. CV's however may be submitted as additional supporting documentation. Applications can also be faxed providing the original signed application form is also sent to the above address. Please fax to 01695 584710.

We receive a large number of applications and therefore are unable to acknowledge your application. Applications will usually be processed within six weeks of applying. Please assume that your application has been unsuccessful if you have not heard from us within six weeks. We will however keep details on file for 6 months and should another vacancy arise you will be considered for it.

In accordance with the requirements of the Asylum and Immigration Act 1996, any offers of employment will be subject to the production of a valid Passport or Birth Certificate and formal confirmation of your National Insurance Number. In addition, all employees must provide copies of qualifications relating to the role.

Thank you for your interest in working at Edge Hill Sport, we look forward to receiving your application.

Edge Hill Sport

# CASUAL EMPLOYMENT APPLICATION FORM



CONFIDENTIAL

**Information should be typed or completed in black ink or ballpoint**

Post applied for at Edge Hill Sport:

Reception / Fitness Instructor / Sport Centre Assistant / Coaching / Exercise Class Instructor /  
Campus Sport Activator / Café Assistant

Other: .....

Surname: ..... Forename(s) .....

Address for correspondence: .....

.....Postcode: .....

Telephone Number: (home) ..... (mobile) .....

Email Address: .....

Please detail any times you are UNAVAILABLE to work: .....

**Present/Most Recent Employer** - Please state exact dates including months of employment.

<i>Employer Name and address</i>	<i>Post and brief description of duties</i>	<i>Dates of employment</i>	<i>Salary</i>

Notice Required: ..... Reason for leaving: .....

**Previous Employer(s)** - Please state exact dates including months of employment

(please continue on separate sheet if necessary)

<i>Employer Name and address</i>	<i>Post and brief description of duties</i>	<i>Dates of employment</i>	<i>Salary</i>

Notice Required: ..... Reason for leaving: .....

**Education and Training including Coaching Qualifications or similar**

<i>School/College/University etc attended</i>	<i>Dates From – To</i>	<i>Qualifications gained or course studied</i>

Additional information in support of your application (please provide a concise account of your relevant experience and achievements, skills and abilities in support of your application) Do not use a CV in place of the section – CV's may however be submitted as additional supporting documentation:

*Please continue on a separate sheet if necessary*

### Reference

Please give the name and address of **two work-related referee**, stating their job title/relationship: **THIS MUST BE YOUR CURRENT LINE MANAGER AND LINE MANAGER FROM YOUR MOST RECENT EMPLOYMENT.** Character references will only be accepted for first time employment.

Please note, referees must be able to comment on your work performance in the role and should not be providing the reference as a friend or relative.

**WHERE APPROPRIATE, IF YOU DO NOT WISH YOUR REFEREE TO BE CONTACTED PRIOR TO INTERVIEW, PLEASE DO NOT PROVIDE THE DETAILS NOW.** You will be asked for this information at interview, or prior to offer of appointment.

Name

Job title

Relationship

Business Address

Postcode

Telephone Number

Email

### Absence

Please indicate details relating to your sickness absence levels in the last two years:

Number of instances of sickness:

Total number of days sick:

### **CANVASSING DIRECTLY OR INDIRECTLY WILL DISQUALIFY CANDIDATES**

*All information given is accurate. I understand that any misrepresentation may lead to this application and / or subsequent employment being terminated. I also understand that if the post I am applying for is subject to a standard / enhanced disclosure, this will be sought in the event of a successful application. This information will be used for HR administration purposes.*

Signature

Date

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### Equal Opportunities Application Monitoring

To help us monitor our commitment to equal opportunities all applicants are asked to give the following information.

This information will not be seen by anyone connected with the shortlisting process.

**To be completed by all applicants**

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Full name : .....

Are you a National from a non-European community country requiring a work permit?

☐ Yes ☐ No ☐ Unsure *Please check*

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### The following information will assist us in monitoring our Equal Opportunity Policy

I would describe my ethnic origin as: (Please tick as appropriate)

<input type="checkbox"/> White UK	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Black UK
<input type="checkbox"/> White Other	<input type="checkbox"/> Chinese	<input type="checkbox"/> Black Other (please specify)
<input type="checkbox"/> Indian	<input type="checkbox"/> Black-Caribbean	<input type="checkbox"/> Other Ethnic Group
<input type="checkbox"/> Pakistani	<input type="checkbox"/> Black African	<input type="checkbox"/> If Other (Please Specify)

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*Please tick as appropriate*

*Marital status*

☐ Male ☐ Female ☐ Single ☐ Married

Previous surname if appropriate ..... (if widowed/divorced please class as single)

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Please indicate if you are considered to be disabled under Disability Discrimination Act 2005

☐ Yes ☐ No

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### REHABILITATION OF OFFENDERS ACT 1974 (check as appropriate)

Have you ever been convicted of a criminal offence? ☐ Yes ☐ No

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? ☐ Yes ☐ No

Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer no to the following questions if you have, in the past, been subjected to criminal proceedings resulting in conviction(s). However, certain types of employment are excluded, under the Rehabilitation of Offenders Act, 1974 (Exemptions) Order, 1975 from the protection of the Act. It is therefore, suggested that you take appropriate advice if you are in any doubt as to the correct answer to give. If the post you are applying for involves working with children or vulnerable adults, the post will be subject to disclosure with the Criminal Records Bureau.

If yes, please specify date of conviction, court, nature of offence, and sentence imposed:

\_\_\_\_\_  
\_\_\_\_\_

Failure to declare convictions or police enquiries may result in the job offer/subsequent employment being withdrawn. All the information supplied will be processed fairly and lawfully, it will only be disclosed in appropriate circumstances and will be kept securely and not longer than necessary.

Signed: ..... Date: .....

When this form has been completed it should be returned to **The Sports Centre, Edge Hill Sport, Edge Hill University, St Helens Road, Ormskirk, Lancashire, L39 4QP**

Job Role	Main Responsibilities	Person Specification
Sport Activator	<ul style="list-style-type: none"> <li>To facilitate Get Active sessions (no coaching experience required).</li> <li>To be knowledgeable about all activities and services offered by Edge Hill Sport.</li> <li>To motivate and encourage regular participation.</li> <li>To support accurate monitoring of participation.</li> </ul>	<ul style="list-style-type: none"> <li>Passion for increase participation.</li> <li>Ability to use initiative and work unsupervised.</li> <li>Excellent communication skills.</li> <li>Ability to build rapport with others easily.</li> </ul>
Assistant Coach	<ul style="list-style-type: none"> <li>Assist Head Coach to organise, promote and deliver a varied programme of coaching suitable for the target audience,</li> <li>Involving the set up and dismantling of equipment</li> <li>Ensuring participants safety and well being throughout the session.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum Level 1 NGB Coaching qualification</li> <li>Experience of coaching children</li> <li>Ability to teach a variety of age groups and abilities</li> <li>Evidence of having worked closely with the public including children.</li> </ul>
Coach	<ul style="list-style-type: none"> <li>To organise, promote and deliver a varied programme of coaching suitable for the target audience.</li> <li>Set up and dismantling of equipment</li> <li>Ensuring participants safety and well being throughout the session.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum Level 2 NGB Coaching qualification</li> <li>Experience of coaching children</li> <li>Ability to teach a variety of age groups and abilities</li> <li>Evidence of having worked closely with the public including children.</li> </ul>
Sport Centre Assistant	<ul style="list-style-type: none"> <li>Assist the Duty Manager in ensuring that each shift runs efficiently and effectively.</li> <li>Ensure that facilities are prepared and available for usage and that facilities are in a safe condition for use.</li> <li>Set up and dismantle equipment and apparatus for activity sessions safely Supervise swimming activities</li> <li>Provide assistance and advice to customers using the facilities,</li> <li>Maintain building cleanliness during shift.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a busy customer focused environment Excellent demonstrable customer care skills</li> <li>Excellent communication skills both oral and written</li> <li>Able to work independently as well as part of a team</li> <li>NPLQ qualified</li> <li>Previous Pool Lifeguarding experience</li> <li>Evidence of having worked closely with the public</li> </ul>
Reception	<ul style="list-style-type: none"> <li>To act as the first point of contact for users of the Sports Centre</li> <li>To carry out administrative duties within the centre</li> <li>To work with a computerised booking system and to regularly use computer software</li> </ul>	<ul style="list-style-type: none"> <li>To have experience of dealing with the general public within a busy or pressurised environment preferably on face to face basis</li> <li>Experience of telephone liaison</li> <li>A good working knowledge of customer care principles and practice</li> </ul>
Fitness	<ul style="list-style-type: none"> <li>Supervise customers within the Fitness Suite at Sporting Edge</li> <li>To provide inductions to new members, to ensure that existing members are using the facility safely and correctly.</li> <li>To provide advice to customers on training methods and techniques and to market the facility to potential new members.</li> </ul>	<ul style="list-style-type: none"> <li>A relevant high level fitness qualification or working towards this</li> <li>Current membership of REPs</li> <li>Previous experience of working within a fitness suite facility</li> <li>Significant knowledge of lifestyle issues around exercise such as nutrition</li> </ul>
Person Specification attributes included in every role	<ul style="list-style-type: none"> <li>A knowledge of Health and safety issues</li> <li>A knowledge of the use of database, word processing and spreadsheets</li> <li>Able to work on own initiative and without supervision</li> <li>Able to organise and prioritise work effectively and to work effectively under pressure</li> <li>Able to work independently as well as part of a team</li> <li>Able to operate flexibly and reliably</li> <li>Able to pay attention to detail</li> <li>Able to maintain confidentiality</li> <li>Excellent communication skills both oral and written</li> <li>Excellent demonstrable customer care skills, be approachable and have a willingness to help</li> <li>An awareness of Equal Opportunities Issues</li> <li>Willingness to undertake staff training and development as required</li> </ul>	