



**2017 Exeter Rugby Club Casual Ticket Office Staff Application Form**

**COMPLETED APPLICATIONS TO BE RETURNED TO [dianebowden@exeterchiefs.co.uk](mailto:dianebowden@exeterchiefs.co.uk)**

**ONLY SUCCESSFUL APPLICANTS WILL BE CONTACTED**

**Please complete the following in BLOCK CAPITALS**

**Personal Details**

Forename ..... Middle Name(s) .....

Surname..... Title .....

Preferred Name.....

National Insurance Number: \_ \_ / \_ \_ / \_ \_ / \_ \_ / \_ \_

D.O.B.....

Are you able to communicate orally in English? YES/NO  
(Due to the nature of the job, this would be a pre requisite.)

Home/University Address (whichever you wish us to use for correspondence)  
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Post Code ..... E-mail Address .....

Telephone Number (Mobile) ..... Evening Number (if different) .....

Next of Kin Name ..... Next of Kin Relationship .....

Next of Kin Telephone Number (Mobile) ..... Evening Number (if different) .....

**Students**

If you are a student, please advise which academic year you will be in next season.....

**Right to work in the UK**

Please provide the following details

1. Passport Number or UK Birth Certificate Number .....
2. Passport Expiry Date .....
3. If you are not a UK/EU resident, do you have the right to work in the UK and a current work permit?  
YES/NO
4. If, so please state the expiry date of your right to work in the UK and/or your work permit.  
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**Please bring your passport or photo driving license with birth certificate along to the training session, for a photocopy to be taken.**

**Previous Employment**

Please give details of your most current or previous employer for reference checking purposes.

Current Employer	Previous Employer
Company .....	Company .....
Contact Telephone Number .....	Contact Telephone Number .....
Email .....	Email .....
Position Held .....	Position Held .....
Length of Service .....	Length of Service .....

**Application Details**

**Please write in CAPITAL LETTERS only, using the space below only.**

Please answer the following questions to explain why you would be able to successfully undertake a Ticketing role at Exeter Chiefs, Sandy Park Stadium.

**If you have customer service experience, please explain where you gained it and how extensive your experience is (a level of experience from 0 – 3 would be useful, 3 being fully competent)?**

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**Have you any supervisory experience (If so please elaborate)?**

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**Have you any customer service / ticketing experience, please explain where you gained it and how extensive your experience is (a level of experience from 0 – 3 would be useful, 3 being a fully competent in customer services ?**

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**If you do not have any relevant experience, what would be the most transferable skill you could bring to this line of work?**

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**You would be expected to commit to all home games (mostly Saturdays, some Sundays) from September to May inclusive (actual dates are confirmed in August but are usually twice a month). Staff continuity across all games is of utmost importance, for efficient service. Please list **any** times you would not be available, including dates you would not be in Exeter?**

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**Disability**

Do you consider yourself as having a disability? Yes/No

If 'yes' please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during a trial shift any subsequent assessment test and thus meet our obligations under the Equality Act 2010.

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**Uniform**

Shirt Size (e.g. men 15 1/2 or woman 12) .....

Please give details of where you originally saw this post advertised and specify the website, if applicable or a contact name of the person who directed you to this post.

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**Criminal Convictions**

Have you ever been convicted of a criminal offence?

If so, please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)

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**Data Protection**

Information from this application will be processed in accordance with the Data Protection Act 1998.

I hereby give my consent to the Club processing the data supplied in this Application Form for the purpose of recruitment and selection.

**Agency Declaration**

Please supply the names and address of any employment agency that you are currently employed with or have been employed by within the last six months.

Agency Name .....

Address .....

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Dates Employed from ..... To .....

I confirm that I have been introduced to Exeter Rugby Club by the above agency.  
I confirm that I am not or have been employed by any employment agency.

- Please delete one of the above

Name ..... Signature .....

Date .....

**Declaration**

I declare that, the information given in the Application Form is to the best of my knowledge complete and correct.

Name ..... Signature .....

Date .....

Please note that any false, incomplete or misleading statements may lead to rejection of your application and /or termination of any future casual assignments which may be offered by the Club from time to time. Additionally, information provided as part of this application process may be shared with the Police, the Home Office and other law enforcement agencies in order to protect the security of those working for the Club.