## **OFFICE USE ONLY**

## EMPLOYMENT CHECKLIST

| APPLICATION                         | DATE | BY | DETAILS |
|-------------------------------------|------|----|---------|
| Application received                |      |    |         |
| Interview                           |      |    |         |
| Post offered                        |      |    |         |
| Post accepted                       |      |    |         |
| QUALIFICATIONS CHECKLIST            |      |    |         |
| FA level 1 checked                  |      |    |         |
| FA DBS status checked               |      |    |         |
| FA Safeguarding<br>Workshop checked |      |    |         |
| ADMINISTRATION POST APPOINTMENT     |      |    |         |
| ESFA informed                       |      |    |         |
| ESFA database updated               |      |    |         |
| Information pack issued             |      |    |         |



## Football Coach Application Form

Please complete the application form below. References will be checked after an offer of a role has been agreed. An accepted FA DBS disclosure is a condition of acceptance. Return completed application form to: **ROLE** applied for: Full Name: Address: Postcode: Contact Numbers: 1. 2. Date of Birth: **Email Contact:** Tick if you hold any of the following: FA Emergency 1<sup>st</sup> Aid FA Coaching qualifications FA Safeguarding Children Certificate A current FA DBS Certificate? FAN Number (if known) Current employment: Role Relevant experience: (i.e. Clubs or school coaching experience)