



Royal Yachting Association

RYA House
 Ensign Way
 Hamble
 Southampton
 Hampshire
 SO31 4YA
 Fax: (0)23 8060 4299

CONTRACTOR APPLICATION FORM

RYA ONBOARD COORDINATOR (Merseyside & Cheshire)

When completed this form should be returned, marked 'Private and Confidential',
 to: Catherine Ferguson, OnBoard Operations Officer. catherine.ferguson@rya.org.uk
 The closing date for applications is 12pm Monday 13th August 2012

| PERSONAL DETAILS | | |
|------------------|----------|----------------------|
| Title: | Surname: | Other names in full: |
| | | |

| ADDRESS |
|---------|
| |

| TELEPHONE, FAX AND E-MAIL | |
|-----------------------------------|--|
| Home Tel: E-mail Mobile: | Work Tel: E-mail: (please state if you do not wish to be contacted at work) |

| | |
|---|----------|
| Do you hold a valid UK driving licence? | YES / NO |
| Do you have any unspent convictions (including motoring offences)? If yes, give brief details | YES / NO |
| Are you eligible to work in the UK? | YES / NO |
| Having a criminal record will not necessarily bar you from working with the RYA. This will depend on the position applied for and the nature of your offence. If you are applying for a position involving contact with children or vulnerable adults you will be required, at the offer stage, to apply for a Criminal Records Bureau Enhanced Disclosure. | |

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|---|------------------------------------|
| IF APPOINTED FOR THE CONTRACT WHEN COULD YOU START? | HOW DID YOU HEAR OF THIS CONTRACT? |
| | |

| EDUCATION AND TRAINING | | |
|--|-------|---|
| Secondary School, Higher & Further Education Establishments or Training Centres attended | Dates | Academic, Vocational or Professional Qualifications |
| | | |

| SUMMARY OF PAST CAREER (start with most recent) | |
|--|---|
| Name of previous employers or companies contracted to, dates employed, positions held, salary and benefits | Brief description of responsibilities and duties. |
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Please state how you think your skills and experience match the requirements of this contract and give your reasons for applying.

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OTHER RELEVANT INFORMATION

Recreational interests, hobbies, voluntary or community work

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REFERENCES

Please give names and addresses of two persons to whom application for a reference may be made. At least one should be a previous employer or companies contracted to. References from relatives will not be accepted. Please indicate if you do not want us to seek a reference from any of your referees before interview or before a contract offer.

| NAME AND ADDRESS | CAPACITY IN WHICH KNOWN TO YOU |
|------------------|--------------------------------|
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| | |

DECLARATION

Data Protection Act In order to recruit to this contract the RYA will (within the terms of the Data Protection Act 1998) process using a computer system personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.

Consent I consent to the processing of personal information in the way described.

Declaration I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any contract arising from this application.

Signature:

Date:

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