**Cambridge United Football Club  
Personal detail form for the position of Stewart**

**Confidential**

Personal Details

\*Mr/\*Mrs/\*Miss/\*Ms/\*Other *(\*delete where applicable)*

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |

|  |  |
| --- | --- |
| Date of birth Age |  |

|  |
| --- |
| Address: |
|  |
|  |
| Post Code: |

|  |
| --- |
| E-Mail Address: |

|  |
| --- |
| Telephone (Home)  (Work)  (Mobile) |

|  |
| --- |
| National Insurance No:  Are you eligible to work in the UK? \*Yes / \*No *(\*delete where applicable)* |

|  |
| --- |
| Employment Status *(\*delete where applicable)*  \*Unemployed /\*Employed / \*Self Employed / \*Student  Please provide details of your three most recent occupations, where possible |

|  |
| --- |
| Current or most recent Position: |
| Employer: |
| Start Date: End Date *(if appropriate)* |
| \*Full time / \*Part Time / \*Voluntary *(\*delete where applicable)* |
| Nature of Employment: |

|  |
| --- |
| Previous Position to above: |
| Employer: |
| Start Date: End Date *(if appropriate)* |
| \*Full time / \*Part Time / \*Voluntary *(\*delete where applicable)* |
| Nature of Employment: |

|  |
| --- |
| Previous Position to the two above: |
| Employer: |
| Start Date: End Date *(if appropriate)* |
| \*Full time / \*Part Time / \*Voluntary *(\*delete where applicable)* |
| Nature of Employment: |

**Disabled Discrimination Act 1995**

This question is to identify whether or not you meet the Disability Discrimination act 1995 definition of disability, which is:

‘A physical or mental impairment which has substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities.’

The definition is intended to include all forms of physical and mental disability, sensory impairment, mental illness and learning disabilities. (Mental impairments are those that are clinically recognised conditions.) It includes people who have a disability where the condition has lasted or is likely to last longer than 12 months or is likely to recur.

Please tick to indicate whether you consider you have a disability as defined above.

|  |  |
| --- | --- |
| YES, I have a disability |  |

|  |  |
| --- | --- |
| NO, I do not have a disability |  |

|  |
| --- |
| If you consider you do have a disability, please tell us if there are any adjustments which we could make to help you: |
| At the interview: |
| In carrying out the duties of a steward: |

**Referees**  
Please provide the manes and addresses of two people who would be prepared to provide a character reference, if required:

|  |
| --- |
| Name: |
| Address: |
|  |
| Telephone: |
| Occupation: |

|  |
| --- |
| Name: |
| Address: |
|  |
| Telephone: |
| Occupation: |

**Declaration and Signature**

As far as I know the information, I have given on this form is accurate and complete. I accept that if any of the information on this form is not true, you may reject me. If you take me on and then discover that I gave false information, you may dismiss me.

I understand if you offer me a position it will be on the condition that I am fit for it. You may ask me to have a medical examination.

I understand that my personal details may be recorded and proceeded on a computer system.

Your signature: Date:

|  |
| --- |
| Do you hold any certificates for: |
| First Aid? Yes / No  Fire Fighting? Yes / No  Other |

|  |
| --- |
| Previous Experience / Specialist Skills  Please give details of any previous experience in dealing with the public or any specialist skills you possess: |
|  |
|  |
|  |

|  |
| --- |
| Are you fluent in any language other than English? Yes / No |
| Reading – Please specify: |
| Writing – Please specify: |
| Speaking – Please specify: |

|  |
| --- |
| Have you ever been convicted of a criminal offence? Yes / No  (Do not include spent convictions as defined in the Rehabilitation Offenders Act 1974)  If YES, please say what and when in the box below: |

|  |
| --- |
| What and when: |
|  |
|  |

|  |
| --- |
| Have you ever been subject to a Restriction Order, Domestic Banning Order or Football Banning order Yes / No |

|  |
| --- |
| Are you a registered sex offender Yes / No |

|  |
| --- |
| **For Internal Use Only** Call for Interview: Yes / NO  Reasons: |
|  |
|  |
| Signed: Name: |
| Position in Organisation: |

**Diversity Monitoring Questionnaire**

It is our policy to recruit stewards from all parts of the community on the basis of their ability and their suitability for the position. Pleas answer these questions, which will help us monitor how effective our policy is. We treat the information you give us in confidence, and we will not use it as part of the recruitment process. We will separate this questionnaire from the rest of the form before we decide who to call for an interview.

|  |  |
| --- | --- |
| Title |  |
| Family Name |  |
| Given Name |  |
| Are you Married? | Yes / No |
| Sex | Male / Female |
| Date of Birth |  |

**Ethic Origin**

This question is to establish the broad ethnic group of people interested in the position of steward. It is not concerned with your nationality, place of birth or citizenship. For example, UK citizens may fall into any of the groups listed.

|  |  |  |
| --- | --- | --- |
| How do you describe your ethnic origin?  (please tick as appropriate) | White |  |
| Black African |  |
| Black Caribbean |  |
| Black Other (Please give details) |  |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Other (Please give details) |  |

**JOB SPECIFICATION FOR THE POST OF STEWARD**

**Training and Equipment**

You will be required to attend courses to assist in developing your competence as a steward. You will be provided with a club tie and steward jacket, you should wear a white shirt / blouse and black trousers / skirt, no trainers.

**What are the general requirements of a steward?**

* You should be aged no less than 18 years of age
* You should be fit, active and have the character and temperament to carry out the duties of a steward.
* You should possess good communication skills and be of sound character.
* You must be able to attend most first- team home fixtures and be punctual in attendance.
* You are an ambassador of the club at all times whilst on duty.
* You should be polite, courteous and helpful to all supporters.
* Whilst on duty you will adhere to the Club dress code and be clean and tidy.
* You are not employed to watch the game but are expected to concentrate on your area of responsibility.
* You will not wear team colours whilst on duty.
* You should not, whilst on duty, eat, drink or smoke in view of the public.
* You should not consume alcohol before or during a tour of duty.
* You should never celebrate the team scoring a goal.
* You should never show hostility or use obscene or offensive language to any supporters.
* You should never act in any way likely to bring discredit to the club.

**What are general duties of a steward?**

* To understand general health and safety responsibilities towards spectators, other ground staff and yourself.
* To enforce Ground Regulations
* To carry out pre-event safety checks.
* To control and direct spectators entering or leaving the ground and to assist in this movement whilst in the stadium.
* To staff entrances, exits and other key safety points of the stadium.
* To recognise any unsafe crowd conditions, particularly overcrowding.
* To assist the emergency services, if necessary.
* To be able to provide basic emergency first aid.
* To be able to respond to emergencies, including any fire incident.
* To be able to undertake any specific duty in any emergency situation.

As a steward you may be required to undertake any duties which will assist in maximising spectator care and safety. You should therefore be flexible in your outlook to the post of steward.