



**Student Placement / Volunteering Placement Application Form**

**In which Company would you like to undertake a placement? (Please tick)**

Huddersfield Town AFC

The Huddersfield Town Foundation

**In which department would you like to undertake a placement?**

**(Please note that we are unable to accommodate any placements in our Finance or Medical teams, and placements relating to First Team activity and the Academy are limited).**

**(Please select a maximum of three, and indicate your preferences of first choice to third choice by inserting a number of 1, 2 or 3 in the box – 1 = first choice, 2 = second choice, 3 = third choice)**

Academy		Commercial		Foundation	
Human Resources		IT		Marketing / Communications	
Retail		Ticketing		Supporter Services	
Other					

**Why would you like to undertake a placement with us?**

Empty text area for response to 'Why would you like to undertake a placement with us?'

**What previous experience do you have in either paid or voluntary roles?**

Empty text area for response to 'What previous experience do you have in either paid or voluntary roles?'

**What do you hope to gain from your placement?**

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**Weekly Hours of Work Desired (Please Specify)**

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**Start Date of Placement Requested**

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**End Date of Placement Requested**

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**Please note that due to the high volume of interest in placements with the Company, applications will be restricted to certain timeframes, set out as follows:**

- **For placements commencing in the period January – June, applications must be submitted by 31<sup>st</sup> October in the preceding year.**
- **For placements commencing in the period July – December, applications must be submitted by 30<sup>th</sup> April in the relevant year.**

**Applications are collated on an ongoing basis and reviewed at two intervals per year, November to December (for placements commencing between January and June) and May to June for placements commencing between July and December).**

**Are you at school/ college/ university looking for a placement for one or two weeks, or longer? (Please tick)**

**If yes, please provide the name, address and contact details of your school/ college/ university.**

**Yes**

**No**

**Name, address and contact details of school/ college/ university:**

**Tutor's Name and Contact Details:**

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**Qualifications obtained:**

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Please use this space to provide any other information relevant to your application.

### References

Please provide the names of two people from whom reference can be obtained. These should not be relatives or close friends, and preferably should have known you for at least 2 years.

Name (Dr/Mr/Mrs/Miss/Ms):

Name (Dr/Mr/Mrs/Miss/Ms):

Relationship:

Relationship:

Address:

Address:

Telephone:

Telephone:

Email:

Email:

### Other Information

Due to the nature of our work with young people and vulnerable groups, we are exempt from the provisions of the Rehabilitation of Offenders Act 1974, and you are therefore required to declare if you have any criminal convictions (including cautions, warnings and reprimands) whether or not they are 'spent'. Your declaration will be treated in strict confidence and will be considered only in relation to this application. Please provide any details on a supplementary sheet and attach to this form.

Some placements require you to undertake a criminal record check via the Disclosure and Barring Service.

Signature:

Date:

Please return this form to Zoe Shackleton, Human Resources Manager [zoe.shackleton@htafc.com](mailto:zoe.shackleton@htafc.com)



### Equality and Diversity Monitoring Form

The information on this form is requested to enable Huddersfield Town AFC and the Huddersfield Town Foundation to comply with our legal obligations under the Equality Act 2010 and to assist us in our ambition to exceed the standards set by the Act. The information will also support the work we are undertaking in relation to the Premier League Equality Standard (PLES), and the requirements of this framework. This section will be detached from the application form and will not be shared with individuals involved in recruitment and selection processes, other than the Human Resources Manager.

Please complete this form as fully as possible. Your personal data will be treated as confidential and will be used for the purposes of updating your employment record for reasons connected with the Equality Act 2010 and the Premier League Equality Standard. Please read the Data Protection statement at the end of this form for further detail.

<b>Surname</b>	<b>Title (Mr, Mrs, Miss, Ms etc.)</b>
<b>Forename(s)</b>	<b>Known As</b>
<b>Name on Birth Certificate, if different (e.g. Maiden Name)</b>	<b>National Insurance Number</b>
<b>Address</b>	<b>Telephone Number(s+) (Please include area code):</b>  <b>Home:</b>  <b>Mobile:</b>
<b>Date of Birth</b> ...../...../.....	<b>Personal Email Address</b>

#### Sex:

**Male** 
                 
 **Female** 
                 
 **Intersex**   
 A person who is born with a combination of male and female biological characteristics, such as chromosomes or genitals, that can make doctors unable to assign their sex as distinctly male or female

**Prefer not to say** 
                 
 **Non-binary**   
 Non-binary people understand their gender in a way that goes beyond simply identifying as either a man or woman

If you prefer to use your own term, please specify here: \_\_\_\_\_

#### Marital Status:

**Married** 
                 
 **Civil Partnership**   
 A civil partnership is a legal relationship which can be registered by two people of the same sex, or two people of different sex, who aren't related to each other.

**Neither** 
                 
 **Prefer not to say**

## Ethnicity:

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:

### White

English  Welsh  Scottish  Northern Irish

Irish  British  Gypsy or Irish Traveller  Prefer not to say

Any other white background (please specify): \_\_\_\_\_

### Mixed / Multiple Ethnic Groups

White and Black Caribbean  White and Black African  White and Asian

Prefer not to say

Any other mixed background (please specify): \_\_\_\_\_

### Asian / Asian British

Indian  Pakistani  Bangladeshi  Chinese

Prefer not to say

Any other Asian background (please specify): \_\_\_\_\_

### Black / African / Caribbean / Black British

African  Caribbean  Prefer not to say

Any other Black / African / Caribbean background (please specify): \_\_\_\_\_

### Other Ethnic Group

Arab  Prefer not to say

Any other ethnic group (please specify): \_\_\_\_\_

## Disability:

Do you consider yourself to have a disability, impairment or health condition?

Yes  No  Prefer not to say

If 'yes', how would you describe your disability, impairment or health condition?

Hearing impairment (deaf or hard of hearing)

Visual impairment (blind or partially-sighted)

Physical impairment – ambulant (I do not use a wheelchair)

Physical impairment – wheelchair user

Learning impairment / disability (e.g. Down's Syndrome etc.)

Learning difficulty  
(e.g. movement coordination difficulty (Dyspraxia), dyslexia etc.)

Long-term illness / disease / health condition  
(e.g. cancer, HIV, diabetes etc.)

Prefer not to say

Other (please specify): \_\_\_\_\_

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment' in relation to a disability, impairment or health condition, please discuss this with your line manager or the Human Resources Manager in the first instance.

**Sexual Orientation:**

Heterosexual  Gay  Lesbian   
Bisexual  Prefer not to say

If you prefer to use your own term, please specify here: \_\_\_\_\_

**Religion or Belief:**

Christian  Buddhist  Hindu  Jewish   
Muslim  Sikh  No religion or belief  Prefer not to say

If other religion or belief, please specify here: \_\_\_\_\_

**Gender Reassignment:**

If you have undergone, are undergoing, or intend to undergo gender reassignment are you

Transgender with an acquired gender of male   
Transgender with an acquired gender of female   
Not applicable   
Prefer not to say

**The UK Data Protection Act 2018 and the General Data Protection Regulation 2016/679**

The data on this form will be used for operational, managerial and associated purposes relevant to the maintenance of employment records and to enable Huddersfield Town AFC and the Huddersfield Town Foundation to comply with our legal obligations under the Equality Act 2010. The information will also support the work we are undertaking in relation to the Premier League Equality Standard (PLES), and the requirements of this framework.

The data will be used to produce depersonalised statistics (i.e. with no personal identifiers attached) in connection with ensuring equality of access and opportunities in all aspects of our business operations.

Please sign the following consent clause:

**"I agree to The Huddersfield Town Association Football Club Limited and/or The Huddersfield Town Foundation Limited processing the personal data carried on this form for the purposes set out in the statement above and my consent is conditional upon the organisation complying with its obligations under the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016/679."**

Signed/Printed:

Date:

Please note it is your responsibility to inform the Human Resources Manager of any changes to your personal details.