



PORT VALE FOOTBALL CLUB

APPLICATION FORM FOR THE POSITION OF STEWARD

PHOTO

CONFIDENTIAL

Sector	No
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Personal Details

Mr/Mrs/Miss/Ms/Other	Last Name		
	1 st Name(s):		
Address:		Telephone:	
		Home:	
		Work:	
		Mobile:	
Post Code:		Date of Birth:	
E-mail:			
Next of Kin:		Telephone:	
Marital Status: Married* / Single* / Civil Partnership*			

*Delete as appropriate

Employment Status	
Unemployed* / Employed* / Self Employed* / Pension*	Taxable* / Non - Taxable*
National Insurance Number	
Nature of employment	
Are you eligible to work in the UK?	YES / NO
PVFC Employment Start Date (Office Use Only)	
Employee Hourly Rate (Office Use Only)	

*Delete as appropriate

<p>Have you ever been convicted of a criminal offence? (Do not include spent convictions as defined in the Rehabilitation of Offenders Act 1974). If YES, please say what and when in the box below.</p>	<p>YES / NO</p>
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What and when:

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<p>The above information is true to the best of my knowledge and belief.</p> <p>Signature</p>	<p>Date</p>
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Are you a registered sex offender?	YES / NO
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Have you ever been subject to a Restriction Order, Domestic Banning Order or Football Banning Order?	YES / NO
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Do you hold certificates for:	First Aid	YES / NO
	Fire-fighting	YES / NO

Previous experience / specialist skills
Please give details of any previous experience in dealing with the public or any specialist skills that you possess:

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Are you fluent in any other language other than English?	YES / NO
Reading:	Please specify
Writing:	Please specify
Speaking:	Please specify

Disability 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:

a) At the interview.

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.....

b) In carrying out the duties of a Steward.

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.....

Referees

Please provide the names and addresses of two people who would be prepared to provide a character reference, if required:	
Name	Name
Address	Address
.....
.....
Telephone	Telephone
Occupation	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 I have given is not true, you may reject my application. 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 processed on a computer system.

Your signature: Date

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. Please 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 interview.

Personal Details

Title	
Last Name	
1st Name(s)	
Marital Status	MARRIED */ CIVIL PARTNERSHIP */ SINGLE *
Sex	MALE / FEMALE
Date of Birth	

* Delete as appropriate

Ethnic 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

Accountable to:

Bill Stevenson / Phil Mayer - Stadium Safety Officers

Training and equipment:

You will be required to attend courses to assist in developing your competence as a Steward.

You will be trained to a national NVQ Level 2 in spectator safety (Stewards) and NVQ Level 3 (Supervisors).

You will be provided with suitable clothing (PPE) for use solely in discharging your employment as a Club Steward.

What are the general requirements of a Steward ?

You should be fit, active and have the character and temperament to carry out 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.

You will adhere to the Club dress code and be clean and tidy when on duty (No team colours).

You should not, whilst on duty eat, drink or smoke in view of the public. Alcohol must not be consumed whilst on duty.

You are not employed to watch the game, but are expected to concentrate on your area of responsibility.

You should never celebrate the team scoring a goal.

You should never act in any way to bring discredit on the Club.

What are the general duties of a Steward ?

To understand general health and safety responsibilities towards spectators, other ground staff and yourself.

To enforce the Ground Regulations.

To carry out pre-event safety checks.

To control and direct spectators entering of leaving the ground and to assist in this movement whilst at the stadium.

To staff entrances, exits and other key safety points of the stadium.

To recognize any unsafe crowd conditions, particularly overcrowding.

To assist the emergency services, if necessary.

To be able to provide basic emergency first aid (**Training given**).

To be able to respond to emergencies, including any fire incident (**Training given**).

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 maximizing spectator care and safety. You should therefore be flexible in your outlook to the post of Steward.