BOLD HEATH
equestrian centre
& riding school

JOIN OUR TEAM

APPLICATION FORM

1. AVAILABILITY

Earliest start date	Notice period required	Hours or days you are looking for

I am available for (tick all that apply)		
☐ Weekdays	☐ Weekends	☐ Early mornings
☐ Evenings	☐ School holidays	☐ Bank holidays

2. PERSONAL DETAILS

Title	Forename	Surname

Home address	Postcode

Contact number	Email address

Aged 18 or over?	Right to work in the UK?	Full UK driving licence?	Own transport?
☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

3. EMPLOYMENT HISTORY

Please start with your current or most recent job. If you need more space, attach a separate sheet and tick the box below.

EMPLOYER 1 (MOST RECENT OR CURRENT)

Job title	Name of employer

Employer address	Hours worked (e.g. full time, 20 hrs a week)

From (MM/YYYY)	To (MM/YYYY or Present)	Reason for leaving

Main duties and responsibilities

EMPLOYER 2

Job title	Name of employer

Employer address	Hours worked (e.g. full time, 20 hrs a week)

From (MM/YYYY)	To (MM/YYYY or Present)	Reason for leaving

Main duties and responsibilities

EMPLOYER 3

Job title	Name of employer

Employer address	Hours worked (e.g. full time, 20 hrs a week)

From (MM/YYYY)	To (MM/YYYY or Present)	Reason for leaving

Main duties and responsibilities

EMPLOYER 4

Job title	Name of employer

Employer address	Hours worked (e.g. full time, 20 hrs a week)

From (MM/YYYY)	To (MM/YYYY or Present)	Reason for leaving

Main duties and responsibilities

☐ I have attached a separate sheet with further employment history.

4. GAPS IN EMPLOYMENT

Please explain any gaps of more than three months, including time spent in education, travelling or caring.

From (MM/YYYY)	To (MM/YYYY)	Reason

5. EDUCATION AND QUALIFICATIONS

School, college or training provider	Qualification	Grade	Date (MM/YYYY)

6. HORSE CARE AND RIDING EXPERIENCE

Tell us about your experience of horses and riding (yard work, riding, teaching, competing, working with children)

I have experience of (tick all that apply)

☐ Mucking out	☐ Feeding and turnout	☐ Tacking up
☐ Grooming	☐ Lungeing	☐ Riding on the flat
☐ Jumping	☐ Teaching or coaching	☐ Working with children
☐ Yard and arena maintenance		

Equestrian qualification (e.g. BHS, Pony Club, UKCC)	Level	Year achieved

Do you hold a current first aid certificate?	Expiry date (MM/YYYY)	Have you completed safeguarding training?
☐ Yes ☐ No		☐ Yes ☐ No

7. SUPPORTING STATEMENT

Please tell us why you are applying, what makes you suitable for the role and the key experience you would bring. Around 300 words is plenty.

Supporting statement

8. REFEREES

Please provide two professional referees. The first must be your present or most recent employer, unless you have not been employed before, in which case please give a teacher, tutor or other responsible adult who is not a relative.

REFEREE 1 (PRESENT OR MOST RECENT EMPLOYER)

Name		Job title
Organisation		**Contact number**
Address		**Email address**
Employed from (MM/YYYY)	**Employed to (MM/YYYY)**	**May we contact this referee before any offer is made?** ☐ Yes ☐ No

REFEREE 2

Name		Job title
Organisation		**Contact number**
Address		**Email address**
Employed from (MM/YYYY)	**Employed to (MM/YYYY)**	**May we contact this referee before any offer is made?** ☐ Yes ☐ No

9. SAFEGUARDING AND SUPPORT

Bold Heath Equestrian Centre is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Some roles involve regular contact with children and are subject to an enhanced DBS check, which we will talk through with you if you are offered the role.

Do you have any criminal convictions, cautions or pending cases that you are required to declare? Having a record will not automatically stop your application.

☐ Yes ☐ No

If yes, please give brief details (we will discuss these with you in confidence)

Is there anything we can do to support you at interview or in the role? (optional)

10. PRIVACY AND DECLARATION

We use the information on this form only to assess your application and, if you are successful, to set up your employment record. We share it only with the referees you name. Unsuccessful applications are securely deleted after six months. To see, correct or delete your data, contact janet@boldheathequestrian.co.uk.

☐ I confirm that the information I have given is true and complete, and I understand that false information may lead to my application or employment being withdrawn.

☐ I agree to the Centre contacting my referees as indicated above.

Signature (type your full name if completing electronically)	**Date**

Please return your completed form to janet@boldheathequestrian.co.uk or post it to Bold Heath Equestrian Centre, Warrington Road, Bold Heath, Widnes, Cheshire WA8 3XT.

Thank you for applying to Bold Heath Equestrian Centre. We look forward to reading your application.