



## Temporary Staff Application Form

<b>Name:</b>		
<b>Date of Birth:</b>		
<b>Address:</b>		
<b>Contact Number (Daytime):</b>		
<b>Contact Email:</b>		
<b>Do you suffer from any on-going health difficulties? Please delete accordingly</b>	<b>YES/NO</b>	
<b>If YES, please give details:</b>		
<b>First available date of work:</b>		
<b>Last available date of work:</b>		
<b>Any dates you cannot work during this period:</b>		
<b>Reason for applying for the role:</b>		

Please return this form together with your CV by no later than **5pm Monday 11<sup>th</sup> June 2018**.

All applications submitted will be treated confidentially.

Please send them marked 'Private and Confidential' to:

Rachel Cossey, Norfolk County FA, 11 Meridian Way, Thorpe ST Andrew, Norwich, NR7 0TA or you can attach an electronic version of both and send to: [Rachel.Cossey@NorfolkFA.com](mailto:Rachel.Cossey@NorfolkFA.com).



## Job Description

**Title:** Player Registrations Data Inputter

**Salary:** Minimum Wage

**Hours:** Up to 37.5 hours per week, these will be between:

09.00-17.00, Monday to Friday

**Working Location:** County Headquarters, Thorpe St Andrew

**Contract:** Temporary, Zero Hours (Mid-July – October)\*

**\*Please note the ideal requirement is to be available for work for a minimum of 6 weeks during this period.**

### Specific Duties:

- Inputting data electronically from paper registration forms
- Sorting and filing registration forms
- Any other administration based tasks that may be asked of you from time to time.

### Knowledge, Experience & Skills:

- Basic IT skills
- Hardworking
- Ability to work independently
- Good attention to detail
- Good time-keeping skills

**Norfolk County FA is committed to equality of opportunity and welcomes applications from all sections of the community.**