# Chesterfield Football Club – Academy Administrator Application Form

## Personal Information

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Professional Qualifications

Do you have experience working with football regulations, arranging fixtures and schedules?  
☐ Yes  ☐ No  
If yes, please specify, if not tell us how you will adapt to this environment:

## Experience and Skills

Please describe your experience in coordinating and leading non-football and logistical aspects of an academy:

Describe your approach to administrative support and compliance with governing body rules and regulations:

Do you have experience working with children or young athletes?  
☐ Yes  ☐ No  
If yes, please elaborate:

Do you hold a current DBS (CRB) check?  
☐ Yes  ☐ No  
If yes, please provide the certificate number, issuing authority, and date:

## Availability

This role may, on occasion require you to work during training sessions and match days (home and away). Would you be able to achieve this?   
☐ Yes  ☐ No

Preferred Start Date:

## Supporting Statement

Please explain why you are applying for this role and how your experience aligns with the job description:

## References

Please provide contact details for two professional references:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applications are to be sent to** [**neilcluxton@chesterfield-fc.co.uk**](mailto:neilcluxton@chesterfield-fc.co.uk)

**Deadline for applications - 6th June 2025**