

## COACH / CASUAL AVAILABILITY PRO FORMA

Name \_\_\_\_\_

Thank you for your recent interest in registering with Tees Active Ltd regarding **Coach / Casual Employment**. Please could you complete the Pro Forma so we understand your availability and allow us to determine whether your application will be progressed.

1) Please state the days of the week you are available to work: (Please tick the relevant boxes)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

2) Please state the hours you are available to work each day:

Day	From	To
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

3) Please state the venue(s) you wish to be considered for: (Please tick the relevant boxes)

Splash	
Billingham Forum	
Thornaby Pool	

4) Only complete this section if you are applying for a Casual Leisure Assistant role.

NPLQ Certificate	
IQL Learner Reference Number:	
Certificate Reference Number:	
Date of Achievement:	
Date of Expiry:	
Training Log hours since achievement of NPLQ:	

All our Casual Leisure Assistants must attend regular staff training please confirm which session you would be able to attend:

Venue	Day / Time	Available to attend (please tick)
Splash	Monday 19.30 – 21.30	
Splash	Wednesday 14.00 – 16.00	
Thornaby Pool	Monday 15.00 – 17.00	
Billingham Forum	Friday 6.30 – 8.30	

Please note that the company requires employees to adhere to policies on:-

- No smoking
  - Mandatory training and development days.
  - Health and Safety
- Uniform / Appearance
  - Equal Opportunities

Please also note that any appointments to Tees Active Casual register is subject to satisfactory references and a DBS check where applicable.

**If you have any queries regarding completing this pro forma, please contact the HR Team on (01642) 528584**