



APPLICATION FORM

Data Protection: All information provided in this form will be strictly confidential. The information will not be passed on to any third parties. If no offer of employment is made, these details will be destroyed after a period of no longer than twelve months. If employment is agreed then the details will be kept in secure Personnel files.

Please PRINT all information

* Delete those that do not apply

Position Applied For: _____

How did you hear of this vacancy? _____

* Title: Mr/Mrs/Miss/Ms

Surname: _____

First Name: _____

Previous surname: _____

Preferred Name: _____

* Sex: M / F

Address: _____

Postcode: _____

Tel. No. Home: _____

Work: _____
(If convenient)

Mobile: _____

Email: _____

NI Number: _____

Nationality: _____
(Optional)

Ethnic Origin: _____
(Optional)

YOUR EDUCATION

- Please indicate your current or most recent areas of study or school work unless stated on your CV.

Subject	Qualification

- * Do you hold a full clean UK Driving Licence Yes/No?

3. ***Have you been convicted of a criminal offence that you need to declare** Yes/No?
 If yes, please give details (Do NOT include spent convictions under the Rehabilitation of Offenders Act 1974)
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PREVIOUS EMPLOYMENT

4. **Please list the jobs you have held starting with your current or most recent and working backwards.**

Length of Service	Company Details	Job Title/Duties	Salary	Reason for Leaving

We reserve the right to contact any of your previous employers for a work reference. Your current employer will not be contacted until you have accepted an offer of employment.

5. **Period of notice required for current employer:** _____

6. *** Do you have any holidays booked in the next 12 months?** Yes/No
 If yes, please provide dates:

From	To

YOUR REFEREES

Please indicate two referees. One of these should ideally be your most recent employer or head teacher/tutor. The other should be someone who knows you but is not a friend or relative.

NOTES: References will not be taken up before interview

Name: _____

Name: _____

Address: _____

Address: _____

Postcode: _____

Postcode: _____

Relationship: _____

Relationship: _____

Thank you for completing this form. Before signing it, please be sure to read through what you have written, and check that you have filled in all of the sections. Your signature will be taken as:

- 1. Acknowledgement that all information you have provided is complete, correct and not misleading.**
- 2. Your understanding that any offer of employment is subject to the receipt of satisfactory references.**
- 3. Your authorisation for Cumberwell Park Golf Club to contact the relevant authorities should we need to check any other information concerning your application to join us.**

Signed: _____

Date: _____

OFFICE USE ONLY

Application successful Yes No

Interview date..... Interviewed by.....

Interview successful Yes No

Notify by...../...../..... Hold application on file Yes No

INVITE TO:

Second Interview Trial Day Assessment Day

Date..... Time..... Report to.....

To be completed by the HR Department

Start date..... Salary/hourly rate.....

Contract and JD issued