



The Kendleshire

Application for employment.

****STRICTLY CONFIDENTIAL****

Please complete in black ink or typescript as this form may be photocopied. A Curriculum Vitae will not be accepted. You must complete all sections of the application form. Please add extra lines, or use a continuation sheet as necessary.

PLEASE RETURN THE FORM TO:
THE PERSONNEL MANAGER, THE KENDLESHIRE GOLF CLUB, HENFIELD ROAD, COALPIT HEATH, BRISTOL BS36 2UY

Department:

Position applied for:

Where did you first learn of this vacancy?

Section 1 - Personal Details

Title:		Forenames (in full)		Surname:	
Date of Birth			Former Name:		
Home Address:			Daytime Tel:		
			Evening Tel:		
			Mobile:		
City/Town:			National Insurance Number:		
Postcode:			Do you require a work permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email:			Do you have a full driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Do you have regular use of a vehicle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 2 - Education/Qualifications

Please start with the most recent. Applicants offered an appointment will be asked to verify their qualifications.

Name of School/College/University	Level	Awarding Body	Subjects	Grade/Result	Year Obtained

Section 3 - Training

Please highlight any training that you have undertaken which is relevant to the post for which you are applying.

Course Name	Course Provider	Duration	Date(s)

Section 4 - Membership of Professional Associations (if applicable to the post for which you are applying)

Organisation Name	Level of Membership/Role/Registration No. (if applicable)

Section 5 - Current Employment or last employment if not currently employed.

Employer Name:			
Employer Address:			
Job Title:		Current Grade/Salary:	
Start Date (DD/MM/YY):		End Date (DD/MM/YY): (if applicable)	
Brief outline of duties:			
Reason you wish to leave this post:			
Please state your notice period and when you would be available to take up employment if offered:			

Section 6 - Previous Employment

Please put your most recent job first. This may be paid or unpaid. Any dismissal or redundancy must be clearly stated. Please give a full employment history, adding lines or a separate sheet if necessary.

Name of Employer, including relevant contact details	Position held/duties	Start Date (D/M/Y)	End Date (D/M/Y/)	Reason for Leaving

Section 7 - Gap in Employment Details

Please indicate and explain any gaps in employment, including specific dates since first leaving secondary education, using a separate sheet where necessary.

Date from	Date to	Reason for gap

Section 8 - Availability

Please state any dates and/or times when you are not available for interview:

--

Section 9 – References

Please supply the names and contact details of two people who we may contact for references. Ideally, we would like to contact your current employer but if this is not practical please give details of your next most recent employer.

If you were known to your referee under another name, please state name:

Reference 1 Name:		Reference 2 Name:	
Organisation:		Organisation:	
Address:		Address:	
Email:		Email:	
Tel:		Tel:	
Position:		Position:	
In what capacity do you know the referee?		In what capacity do you know the referee?	
May we contact prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process.

Section 10 - Criminal Records

If you are successful in your application you may be required to complete a Criminal Records Disclosure Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Criminal Records Bureau.

Have you been convicted by the courts of any criminal offence? Yes No

Is there any relevant court action pending against you? Yes No

Have you ever received a caution, reprimand or final warning from the police? Yes No

Have you ever been subject to any employment restrictions or sanctions imposed by a regulatory body (e.g. DCSF, List 99, GTC). Yes No

If YES to any of the above, please provide details below or on a separate sheet and return this with your application in a sealed envelope marked private and confidential, for the attention of the Managing Director

Section 11 - Data Protection Act 1998

Under the terms of the Data Protection Act 1998 the information provided on this form will be held in confidence and used for the purpose of Recruitment and Selection and Personnel Administration and no other purpose.

Section 12 - General Notes

1. False or misleading information will disqualify an application or, if appointed, render an applicant liable to dismissal without notice.

Section 13 - Declaration

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the Kendleshire processing the information given on this form, including any "sensitive" information, as may be necessary during the recruitment and selection process.

Signature: _____

Date: _____