

DARTMOUTH GOLF AND COUNTRY CLUB

APPLICATION FOR EMPLOYMENT

The company promotes equal opportunities and recognises the benefits of a diverse workforce. We are committed to treating all our employees with dignity and respect regardless of race, colour, ethnic origin, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please use **dark ink** or **type**

Position applied for

PERSONAL DETAILS (please print clearly)

Title	First Names	Surname
Address		Post Code
Telephone (home)	Telephone (mobile)	

EMPLOYMENT HISTORY

Present or Most Recent Employment

Name of Employer	
Address	
Post Code	
Job Title	
Telephone	Dates From / To
Notice required / date available to start	
Briefly describe your main duties and responsibilities	
Reason for leaving	

Previous Employment

Please start with the most recent including any paid or unpaid voluntary work (please continue on a separate sheet if necessary).

Job Title and brief outline of Duties	Name and Address of Employer	Dates		Reason for Leaving
		From	To	

Please give details and an explanation for any gaps in your employment history				

EDUCATION, TRAINING AND PERSONAL DEVELOPMENT

Please list examinations and qualifications taken and grades achieved:

GCE 'O' Level / GCSE / CSE or equivalent	Grade
'AS' Level or equivalent	
'A' Level or equivalent	
Degree or equivalent	
Any other relevant learning and development, ie short courses, first aid, computer skills, voluntary work, work based NVQ, apprenticeships	
Professional Qualifications and Membership of Professional Organisations / Technical body	Grade of Membership

SUPPORTING STATEMENT

Please use this page to provide examples of how your knowledge, skills and experience meet the requirements of the person specification, highlighting relevant experiences and competencies you have gained through paid employment and other work, activities and interests. Also provide any other information you feel is necessary to support your application including your reason for applying.

ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has “a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities.”

Do you have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state nature of disability
Are there any adjustments that may be required should you be invited for interview? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify
Are you eligible to work in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No Would you require a work permit prior to taking up employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a criminal offence (declaration subject to the Rehabilitation of Offenders Act 1974)? <input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES

Please give details of two referees, one of whom should be your most recent employer. If you are in, or have just completed full time education, one referee should be from your place of study. Referees must not be related to you, or writing solely in the capacity of a friend.

Name	Name
Address	Address
Tel No	Tel No
Email	Email
Relationship to you	Relationship to you
How long have they known you?	How long have they known you?

I declare that the information given in this application is complete and accurate and understand that in accordance with the Data Protection Act 1998 this information will be processed solely for recruitment and selection purposes. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may lead to dismissal without notice.

Signature	Print Name	Date
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Thank you for your application. Please return the completed form to HR Manager, Dartmouth Golf and Country Club, Blackawton, Totnes, Devon, TQ9 7DE or email to pa@dgcc.co.uk

EQUAL OPPORTUNITIES MONITORING FORM

This section of the application will be detached from your application and will be used solely for monitoring the implementation of our equal opportunities policy during the selection and recruitment process. It will not be used for any other purpose, and will not be looked at by those shortlisting or interviewing candidates. We would encourage you to complete it so that we can have a full picture of our recruitment and selection patterns.

First Name(s):

Surname:

Gender: Female Male

Age Are you?

Under 21 years 21 to 29 years 30 to 39 years 40 to 49 years

50 to 59 years 60 to 65 years Over 65 years

Ethnic Group To which of these groups do you consider that you belong?

White: British Irish Scottish Welsh Any other white background

Black: African Caribbean Any other black background

Asian: Pakistani Chinese Bangladeshi Any other Asian background

Mixed: Any mixed background

Other ethnic background

Disability

Do you consider yourself to have a disability? Yes / No

I hereby give my consent for the information contained within this form to be processed for monitoring purposes.

Signature:

Date:

For Internal Use Only

Job Title:

Shortlisted: Yes / No

Appointed: Yes / No

Start Date: