APPLICATION FORM FOR THE POST OF

**Clubhouse & Events Manager**

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| **About You** |
| Surname: | Title (Mr / Mrs / Miss / Ms / Dr etc.): |
| First name(s): | Telephone: |
| Address: | Email: |

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| **Education and Qualifications** |
| Relevant certificates/qualifications obtained | Date taken | Result |
| Details of professional qualifications (e.g. Degree, Diploma) |  |  |

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| **Training** |
| Detail any training courses which you have undertaken and any supplementary qualifications or certificates attained not previously mentioned. |

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| **Current / Most Recent Employment**  |
| Employer and address: | Job title: |
|  | Present salary:£ |
|  | Salary grade (if in local government): |
| Brief description of duties and responsibilities: | Date appointed: |
|  | Length of notice required: |
|  | Date of leaving (if applicable): |
| (Please continue on separate sheet if necessary) | Reason for leaving/wanting to leave: |

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| **Previous Employment** – to ensure transparency and support any necessary employment checks, please list all paid positions (including full-time part-time, temporary, and contract work) that you have held for 28 consecutive days or more. Please account for any gaps in employment. |
| Employer (from the most recent) | Position and Salary | Dates | Reason for leaving |
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| Summary |
| Please describe the skills, qualities and experience you would bring to the post, together with your reasons for applying. Please also give details of any leisure activities / outside interests.(Please continue on separate sheet if necessary) |

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| References |
| Please give names and addresses of two employment referees who can advise on your suitability for this post. Please indicate below if you do not wish us to contact referees before interview. |
| Referee: 1 Can be contacted prior to interview? Yes 🞏 No 🞏 Name:Position:Work relationship:Address:Telephone: Email: |
| Referee: 2 Can be contacted prior to interview? Yes 🞏 No 🞏 Name:Position:Work relationship:Address:Telephone: Email: |

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| **Interview Arrangements** |
| Are there any special arrangements that you would require if attending for an interview? (please give details): |

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| **Additional Information** |
| Are you free to remain and take up employment in the UK with no currentImmigration restrictions? Yes 🞏 No 🞏  |
| Are you related to a Councillor or a member of staff? Yes 🞏 No 🞏 (if yes, please give details) |
| Do you have a current driving licence? Yes 🞏 No 🞏  |
| Are you a car owner? Yes 🞏 No 🞏  |

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| **Data Protection:**The information provided on this form will be used by us for the purposes of assessing your application and, if your application does not result in your being employed by us, will be retained only for so long as is necessary. If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employmentThe information I have provided is correct to the best of my knowledge. I understand that any false statements would give cause for dismissal should I be employed. **Signed: Date:** |