

**APPLICATION FORM**

Please ensure that you complete this form in a legible manner and return it on or before **12 noon on 7 February 2019.** Any late applications will **not** be considered. You must outline clearly how your qualifications and experience meet both the essential and desirable requirements. All information that is provided will be treated in the strictest confidence.

1. **Position applied for:**

|  |
| --- |
| **Greenkeeper** |

1. **Personal details:**

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forename(s):** |  |
| **Title:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone number (Home):** |  |
| **Telephone number (Mobile):** |  |
| **E-mail address:** |  |

|  |
| --- |
| **Do you have the right to work in the UK?**  (tick appropriate box) |

|  |
| --- |
| **Yes:** |
| **No:** |

1. **Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **From:** | **To:** | **Name of school:** | **Examinations taken and qualifications gained** |
|  |  |  |  |

1. **Further / Higher Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **From:** | **To:** | **Name of institution:** | **Subjects taken and qualifications gained** |
|  |  |  |  |

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| --- |
| **Any other relevant training, professional qualifications or work related skills.** |
|  |

1. **Employment record/history**

(Please list these in a chronological order, starting with current or last employer)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of employer and nature of business:** | **From:**  **To:** | **Job title:**  **Job function / responsibilities:** | **Final salary and any benefits:**  **Reason for leaving:** |
|  |  |  |  |

1. **Training**

|  |
| --- |
| **Details of training courses attended and awards achieved, including dates, if appropriate:** |
|  |

1. **Supporting information**

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| --- |
| **Please give any details you feel are relevant in support of your application, including why you are interest in this position. Use additional sheets, if necessary, but no more than 2 :** |
|  |

1. **Other details**

|  |  |
| --- | --- |
| **What is the notice required in your present post?** |  |
| **Is your present post your sole regular employment?** |  |
| **Do you have a full driving licence?** |  |
| **Do you have any current endorsements?** |  |
| **Do you have use of a car?** |  |
| **Please provide details of any holiday arranged:** |  |
| **Do you require any special arrangements to be made for your interview on account of a disability?** | |
| **Yes:** | **No:** |
| **If “yes”, please give a brief description of any special arrangements that you require:** | |
|  | |

1. **References**

Please provide details of two references (one should be your current or most recent employer). Referees will not be contacted without prior approval.

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Company name:** |  |
| **Address:** |  |
| **Nature of relationship:** |  |

**2.**

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Company name:** |  |
| **Address:** |  |
| **Nature of relationship:** |  |

1. **Declaration**

Information from this application may be processed for purposes registered by the company under current data protection legislation. I hereby give consent to the company to process my data supplied in this application form for the purpose of recruitment and selection.

I declare that all information given in support of my application is, to the best of my knowledge, correct. I understand that false or misleading statements or omissions may, in the event of employment, result in dismissal.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |

Please return this completed form before **12 noon on 7 February 2019**

Email : [greens@shetlandgolfclub.co.uk](mailto:greens@shetlandgolfclub.co.uk)

Or by post to : Greens Convenor, Shetland Golf Club, Dale, Shetland, ZE2 0SB, marked “Confidential”