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|  | | **The Halifax Golf Glub**  **Job Application Form** | | | | | | | | | | | | | | | | | | | |
| Please complete every section of this form in **black ink**, indicating ‘N/A’ where any section is not applicable | | | | | | | | | | | | | | | | | | | | | |
| Post Applied for: | |  | | | | | | | | | | | | | | | | | |  | |
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| **Personal Details** | | | | | | | | | | | | | | | | | | | | | |
| Surname / Family Name | |  | | | | Preferred Title: | | | |  | | Date of Birth: | | | |  | | | | | |
| First Names: |  | | | | | Previous Surname: | | | |  | | | | | | | | | | | |
| Contact Address: |  | | | | | | | | | | | | | | | | | | | | |
| Telephone number: | |  | | | | | | | | | | | | | | | | | | | |
| National Insurance No: | |  | | | | | | | | | | | | | | | | | | | |
| Email Address: | |  | | | | | | | | | | | | | | | | | | | |
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| **Education and Training** | | | | | | | | **Original** documentation of qualifications will be required prior to an appointment | | | | | | | | | | | | | |
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| **(A) University, College, etc.** Give details and state whether full-time or part-time courses | | | | | | | | | | | | | | | | | | | | | |
| Name Of Institution: | | From: | | | | To: | | | | | Full / Part time Course | | | | | | | | | | |
| Month | | | | | | Year | | Month | | | | Year | | |  | | | | | |
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| **(B) Secondary Education** | | | | | | | | | | | | | | | | | | | | | |
| Name of School(s) (give details) | | | | | | From: | | | | | To: | | | | | | | | | | |
| Month | | | Year | | Month | | Year | | | | | | | | |
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| **School Qualifications** | | | | | | | | | | | | | | | | | | | | | |
| Subjects: | | Qualification and Grade Attained: GCSE or equivalent (please state which) | | | | Qualification and Grade Attained:  A Level/BTEC etc. (please state which) | | | | | Year Attained: | | | | | | | | | | |
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| **Continue on a separate sheet if necessary. Please write your full name on additional sheets.** | | | | | | | | | | | | | | | | | | | | | |
| **Career History** | | | | | | | | | | | | | | | | | | | | | |
| In the columns below, please give details of **ALL** full- and part-time work as well as particulars of **ALL** paid or unpaid employment or experience after finishing school as a pupil, e.g. commercial experience, raising family, youth work, voluntary work. Please complete the columns starting from the present date. Please leave **NO** gaps. In addition (but not instead), your *c.v.* set out in a format of your own choosing would be very welcome, even if this means a repetition of the majority of the factual details entered below. If you do choose to submit your own *c.v.* in addition, please indicate this here:    Own CV included in addition: Yes / No | | | | | | | | | | | | | | | | | | | | | |
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| From: | To: | Employer, address., type of business or activity | | | | | | Role | | | | | | | Salary (include allowances) | | | Full-Time / Part-Time % | | Reason for Leaving | |
| Month / Year | Month / Year |
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| **Continue on a separate sheet if necessary. Please write your full name on additional sheets.** | | | | | | | | | | | | | | | | | | | | | |
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| **Training & Development** | | | | | | | | | | | | | | | | | | | | | |
| Please give details of relevant courses and training undertaken in last five years | | | | | | | | | | | | | | | | | | | | | |
| Dates and Duration | | Title of Course / Training incl. Home Study and Distance Learning | | | | Name of Provider e.g. LEA, College etc. | | | | | Qualification Obtained (if any) | | | | | | | | | | |
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| **Applicant Statement** | | | | | | | | | | | | | | | | | | | | | |
| Please explain below how your experience and skills are relevant to this post and how your personal qualities, abilities and knowledge match those required for the appointment. Please remember to consider experience in previous employment and any relevant experience outside paid work, such as that gained at home, in the community or through voluntary / leisure / college activities. Give examples, where you can, in support of your application, and tell us if you have special requirements for attending the selection process, e.g. wheelchair access.  If you do choose to submit a hand-written letter, kindly write in this space "Please see hand-written letter attached". | | | | | | | | | | | | | | | | | | | | | |
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| **Continue on a separate sheet if necessary. Please write your full name on additional sheets.** | | | | | | | | | | | | | | | | | | | | | |
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| **EMERGENCY CONTACT DETAILS** | | | | | | | | | | | | | | | | | | | | | |
| Name: | | |  | | | | | | | | | | | | | | | | | | |
| Telephone number | | |  | | | | | | | | | | | | | | | | | | |
| Relationship to you | | |  | | | | | | | | | | | | | | | | | | |
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| **References** | | | | | | | | | | | | | | | | | | | | | |
| Please give the names and addresses of two referees who can be consulted regarding your professional ability and general suitability for this post. One of the referees must be your present or most recent employer. References from relatives or from people writing solely as friends are not acceptable. References will be taken up before an offer of employment is made and will be automatically requested before interview, unless you indicate clearly that you would like The Golf Club to inform you before contact with your referees is made. The Golf Club may refer to any previous employer. | | | | | | | | | | | | | | | | | | | | | |
| 1. | Name: |  | | | | | | | | | | | | | | | | | | | |
| Address: |  | | | | | | | | | | | | | | | | | | | |
| Tel No: |  | | | | | | | | | | | | | | | | | | | |
| Email: |  | | | | | | | | | | | | | | | | | | | |
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| 2. | Name: |  | | | | | | | | | | | | | | | | | | | |
| Address: |  | | | | | | | | | | | | | | | | | | | |
| Tel No: |  | | | | | | | | | | | | | | | | | | | |
| Email: |  | | | | | | | | | | | | | | | | | | | |
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| **Notice Period** | | | | | | | | | | | | | | | | | | | | | |
| Please indicate what your notice period is for your current job: | | | | | | | | | | | | | | | | | | | | | |
| **Disclosure of Relationship** | | | | | | | | | | | | | | | | | | | | | |
| Are you related by marriage, blood, business, as a co-habitee or in any other close way to any member of the Golf Club’s Board or Management Committee?  If YES, please state the name, relationship and position held. | | | | | | | | | | | | | | | | | | | | | |
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| **Consent** | | | | | | | | | | | | | | | | | | | | | |
| ***"I hereby give my consent for The Halifax Golf Club to process and retain on file information (including ethnic & health data) contained on this form and in accompanying documents. This is required for recruitment and selection purposes. All information will be dealt with in accordance with data protection legislation".***  Signature: Date: | | | | | | | | | | | | | | | | | | | | | |
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| **Declaration** | | | | | | | | | | | | | | | | | | | | | |
| **I declare that information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, this may lead to disqualification or, if I have been appointed, I may be dismissed.**    Signature:                                                                                                                       Date: | | | | | | | | | | | | | | | | | | | | | |
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| **Protection of Children** | | | | | | | | | | | | | | | | | | | | | |
| **We have junior members at the Golf Club and so a disclosure of criminal background is required of those with access to children.**  Have you ever been convicted or cautioned of a criminal offence?                                                          Yes No  *Answering YES does not necessarily bar you from appointment. if YES, you are required to give details as this post, for which you are applying, is exempt from the provisions of Section 4(2) of the rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986. A subsequent offer of appointment will be dependent upon the completion of a satisfactory police check. Any offer of appointment will be dependent on the completion of a satisfactory Criminal Records Bureau check.* | | | | | | | | | | | | | | | | | | | | | |
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| **Criminal Convictions or Cautions** | | | | | | | | | | | | | | | | | | | | | |
| **Date:** | | **Offence:** | | | | | | | | | | | | | **Sentence:** | | | | | | |
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| **Special Circumstances** | | | | | | | | | | | | | | | | | | | | | |
| Are there any special circumstances for which the Golf Club would need to consider making reasonable adjustments in order to support you at interview, should you be called for interview, or, subsequently, in the full discharge of your duties, should you be appointed?  Yes No If ‘Yes’, please detail below: | | | | | | | | | | | | | | | | | | | | | |

*The Halifax Golf Club is committed to safeguarding and promoting the welfare of children/vulnerable people and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau. In accordance with the Club’s Health Regulations and with due account taken of the Equality Act 2010, the Club will ensure that the applicant has the health and physical capacity to do the job.*

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| ***Vetting checks completed:*** | | |
| **What?** | **Who?** | **When?** |
| *Photo identification* |  |  |
| *Certificates* |  |  |
| *References* | *1.*  *2.* |  |