**Application Form**

**Personal Details**



|  |  |
| --- | --- |
| Application for the position of:  | **Administration officer - Development and Club Services**  |
| Where did you see this vacancy advertised?  |  |

|  |
| --- |
| **PERSONAL DETAILS** |
| Title: Mrs [ ]  Mr [ ]  Miss [ ]  Ms [ ]  Other [ ]  *If other please state:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Surname:  | Forenames:  |
| Address: Postcode: |
| National Insurance Number:  |  |
| TelephoneHome: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email Address:  |
| Are you entitled to work in the United Kingdom? Yes [ ]  No [ ] (Please note: you may need to provide proof if you are offered the post)  |
| Have you any criminal convictions that have not been spent? Yes [ ]  No [ ] If ‘Yes’, please state: (Please note: we will be required to carry out DBS checks for this post) |

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| **REFERENCES***Please note: referees will only be contacted when an offer of employment has been made* |
| **PRESENT/MOST RECENT EMPLOYER** |
| Name:  |
| Address/Department:  Postcode:  |
| Tel No.: | Position:  |
| Email Address: |
| **PREVIOUS EMPLOYER OR OTHER RELEVANT PERSON** |
| Name:  |
| Address: Postcode:  |
| Tel No.: | Position: |
| Email Address: |



**APPLICATION FOR EMPLOYMENT**

 **REASON FOR APPLYING**

I

In this section, please outline how your knowledge, skills and experiences meet the criteria required for this role (as outlined in the Job Description and Person Specification). You should draw upon your experiences from your current or previous roles or from other relevant situations (such as activities outside work). Please continue on separate sheet(s) if necessary

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 **EMPLOYMENT HISTORY**

|  |
| --- |
| Name and address of current/most recent employer: |
| Position held:  |
| Salary:  | Benefits:  |
| Dates of employment: From:       /       /       To:       /       /       |
| Summary of duties: (please continue on separate sheet(s) if necessary) |
| Reasons for leaving: |
| What notice period is required by your current employer?  |

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 **PREVIOUS EMPLOYMENT/CAREER HISTORY**

 List all your employment history, explaining any gaps.

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| --- | --- | --- | --- | --- | --- |
| **Dates****From - To** | **Employers Name and Address** | **Position** | **Salary** | **Reasons for Leaving** | **Duties** |
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**SECONDARY EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College Attended** | **Qualifications and Subject** | **Grade Attained** | **Date Attained** |
| **e.g. Pontypool College** | **A-level Maths** | **C** | **June 1988** |
|  |  |  |  |

 **FURTHER AND HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **College/University Attended** | **Qualifications and Subject** | **Grade Attained** | **Date Attained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**OTHER QUALIFICATIONS/TRAINING**

|  |
| --- |
| Include details of membership of any professional bodies/institutions or any other qualifications. |
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|       |
|       |
| Include details of relevant, job related courses in excess attended in the last 2 years. |
|       |
|       |

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 **ADDITIONAL INFORMATION**

P Please provide any other details which you feel could support your application:

 Do you hold a current Driving Licence? (please tick)

 Full [ ]  Provisional [ ]  No Licence [ ]

**Signature Sig**

**S**

**Signature**

I certify that, to the best of my knowledge, the information contained on this application form is true and correct.

All or part of the information provided on this form may be held on a computer or in a form which makes it subject to the Data Protection Act. By completing this form you give your consent to the data being held and processed by Wales Golf for monitoring purposes and in accordance with Wales Golf’s registration under the Data Protection Act 1998.

By completing this form I give my consent to the above data being held and processed by the Wales Golf for monitoring purposes.

**Signature: \_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_ \_ /\_ \_ /\_ \_ \_ \_**

 **CLOSING DATE FOR APPLICATIONS**

The closing date for Applications is Sunday **17th April 2022 12pm**

 **COMPLETED APPLICATIONS**

Completed Application Form and Equal Opportunities Monitoring form should be emailed to:

 Sian Simmons – sian.simmons@walesgolf.org

 Should you wish to post your Application Forms please mark the envelope

 **‘Private & Confidential’** and send to:

 Sian Simmons

Wales Golf

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Newport

NP18 1JQ