

**Position Applied For**

Full Time   
Part Time   
Other

Salary expectations

Where did you learn of this vacancy?

**Personal Details**

<b>Surname</b>	<b>Full Forename(s)</b>	<b>Title</b>	<b>Marital Status</b>
<input type="text"/>	<input type="text"/>	Mr <input type="checkbox"/>	Single <input type="checkbox"/>
		Mrs <input type="checkbox"/>	Married <input type="checkbox"/>
		Miss <input type="checkbox"/>	Divorced <input type="checkbox"/>
		Ms <input type="checkbox"/>	Widowed <input type="checkbox"/>

**Address**

  
  


**Postcode**

**Telephone (home)**

**Telephone (mobile)**

**email**

**National Insurance Number**

**Date of Birth**

**Do you hold a valid, full driving licence?**  
**YES / NO**

Do you have access to a car?  
**YES / NO**

**Do you require a work permit?**  
**YES / NO**

**Have you ever been convicted of a criminal offence, which is not yet 'spent'?**  
**YES / NO**

If yes please give details.

**Special Requirements**

If you are successful at being invited to interview are there any facilities you require? **YES / NO**

If yes, please provide details here.

**Current Employment Details**

**Employer**

**Job Title**

**Full Postal Address**

  
  

**Salary**

**Reason for Leaving**

**Type of Business**

**Start / Leave Dates**

Start	Leave
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**Skills & Experience**

Please tell us your current duties and what skills and qualities you can offer - *please continue on a separate sheet if required.*

If you are successful in gaining a position with Dudsbury Golf Club will you be employed in a second job e.g. weekend or evenings? **YES / NO**

If yes, please provide details here.

**Previous Employment** – *please continue on a separate sheet if required*

<b>Employer</b>
<b>Full Postal Address</b>
<b>Type of Business</b>

<b>Job Title</b>	
<b>Salary</b>	
<b>Reason for Leaving</b>	
<b>Start / Leave Dates</b>	
Start	Leave

<b>Employer</b>
<b>Full Postal Address</b>
<b>Type of Business</b>

<b>Job Title</b>	
<b>Salary</b>	
<b>Reason for Leaving</b>	
<b>Start / Leave Dates</b>	
Start	Leave

<b>Employer</b>
<b>Full Postal Address</b>
<b>Type of Business</b>

<b>Job Title</b>	
<b>Salary</b>	
<b>Reason for Leaving</b>	
<b>Start / Leave Dates</b>	
Start	Leave

**Education**

School /College /University	From	To	Courses taken – Exams Passed

**Employer References**

Please provide names and addresses of two people who can provide a reference for you: one should be your current employer and the second a previous employer. **Neither will be contact without prior discussion with you.**

<b>Employer Name 1</b>
<input type="text"/>
<b>Company</b>
<input type="text"/>
<b>Position</b>
<input type="text"/>
<b>Address</b>
<input type="text"/>
<b>Telephone</b>
<input type="text"/>

<b>Employer Name 2</b>
<input type="text"/>
<b>Company</b>
<input type="text"/>
<b>Position</b>
<input type="text"/>
<b>Address</b>
<input type="text"/>
<b>Telephone</b>
<input type="text"/>

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**I agree to Dudsbury Golf Club contacting my previous employers for referencing purposes.**

Signed: \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

## Declaration

This application form is the initial stage of our selection procedure and will be used to select those candidates whom we wish to interview. Please check that it is accurate.

**I declare that the information contained in this form is true and complete.**

**I understand that if it is subsequently discovered that any statement is false or misleading my employment with the company will be terminated.**

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Equality in Employment

Dudsbury Golf Club is committed to providing equality of opportunity. In order to help us ensure our policy is being carried out, we need the information below to analyse the applications we receive.

Please complete the following details - **they will not be used in any way as part of the selection process.**

**How would you describe your ethnic origin?** – please tick  
*(These groups are recommended by the Commission for Racial Equality)*

<input type="checkbox"/>	Black African	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>	Black - other
<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi
<input type="checkbox"/>	Chinese	<input type="checkbox"/>	White European	<input type="checkbox"/>	White - other
<input type="checkbox"/>	Other – <i>please specify here</i>				

**Do you consider yourself to have a disability?**

Yes                       No

**If yes, are you registered disabled?**

Yes      Please provide Registration Number     

No

# DUDSBURY

Golf Club • Hotel and Spa

64 Christchurch Road, Ferndown, Dorset, BH22 8ST  
 Tel: 01202 593499, Fax: 01202 594555  
 Email: info@dusburygolfclub.co.uk, www.dudsburygolfclub.co.uk

## EMPLOYEE DETAILS

### STRICTLY PRIVATE AND CONFIDENTIAL

Name:	
Address:	
Post Code:	
Home Tel No:	
Mobile No:	
Gender:	Male / Female (delete as appropriate)
NI Number:	
Date of Birth:	
Next of Kin:	
Relationship to NoK:	
Telephone Number:	
Medical:	<p>Do you have any medical condition(s) that we should be aware of as your employer in case of any reasonable adjustments that need to be made in the workplace?          Yes/No</p> <p>If yes please provide full details:</p>
Doctors Name and Telephone No:	

### BANK DETAILS

Name of Bank:											
Branch:											
Address:											
Account Name:											
Account Number:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>										
Sort Code:											

### OFFICE USE: ONLY PLEASE DO NOT COMPLETE

Start Date:	
Department:	
Job Title:	
Hours of Work:	Full Time / Part-time / Casual
Annual Salary:	
Hourly Pay:	
Holiday Entitlement:	
P45, P46 or P38	P45 / P46 / P38
Probationary Ends:	



### Employee's personal details

Last name or family name

First name(s)

Are you male or female?

Male  Female

Date of birth eg dd mm yyyy

Home address

Address line 1

Address line 2

Address line 3

Address line 4

Postcode  
(if your address is in the UK)

National Insurance number

Employment start date  
eg dd mm yyyy

Payroll ID or works number  
(if you have one)

### Employee statement

You need to select only one of the following statements A, B or C.

- A** - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B** - This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
- C** - As well as my new job, I have another job or receive a State or Occupational Pension.

Do you have a Student Loan which is not fully repaid and all of the following apply:

- You left a course of UK higher education before last 6 April.
- You received your first Student Loan instalment on or after 1 September 1998.  No  Yes