



For Office use only	
Department	Position
Start Date/Time	Salary

*Mere Golf and Country Club*  
Chester Road, Mere, Knutsford, Cheshire, WA16 6LJ  
Tele: 01565 830155 Fax: 01565 830713  
Contact: Tracy Rees: Personnel Manager

## *Application Form*

### Personal Information

-----  
Surname:

-----  
Forenames:

-----  
Title (Mr, Mrs, Miss, Ms, other):

-----  
Current address:

-----  
Home telephone number:

Mobile:

-----  
E-mail address:

-----  
Position applied for:

Where did you hear  
about this vacancy?

-----  
Do you have the right to take up  
Employment in the UK and, if necessary,  
a Work Permit?

YES / NO

-----  
On what date would you be available to start work?

-----  
Have you previously been employed by us? (If yes, please give details and dates)

YES / NO  
-----

**Other Information**

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Do you hold a full driving licence? If yes, do you have any current endorsements?

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Do you have any other training, qualifications or skills relevant to the post?

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Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application?

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If you are disabled, please give details of any special arrangements you would require to attend an interview.

-----  
Please indicate your leisure interests outside work.

**Education and Qualifications:-**  
**School/College/University**

-----  
**From                      To                      Establishment                      Qualifications gained**  
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-----  
Postgraduate education or study or any other professional qualifications gained

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**From                      To                      Establishment                      Qualifications gained**  
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## Employment History

Please list below present and past employment, starting with your most recent

Name & Address of employer	From		To		Starting	Leaving
	Mon	Yr	Mon	Yr	Salary	Salary
					£ per	£ per
	Job Title:					
	Brief Description of Duties:					
Tel.No.						
Type of Business	Reason for Leaving:					

Name & Address of employer	From		To		Starting	Leaving
	Mon	Yr	Mon	Yr	Salary	Salary
					£ per	£ per
	Job Title:					
	Brief Description of Duties:					
Tel.No.						
Type of Business	Reason for Leaving:					

Name & Address of employer	From		To		Starting	Leaving
	Mon	Yr	Mon	Yr	Salary	Salary
					£ per	£ per
	Job Title:					
	Brief Description of Duties:					
Tel.No.						
Type of Business	Reason for Leaving:					

Name & Address of employer	From		To		Starting	Leaving
	Mon	Yr	Mon	Yr	Salary	Salary
					£ per	£ per
	Job Title:					
	Brief Description of Duties:					

Tel.No.	Reason for Leaving:
Type of Business	

**Referees**

Please give details of two referees, one of whom should be your current or most recent employer. The other should not be a relative or partner.

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**First referee**

**Second referee**

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 \* Please note that no approach will be made to your present employer before an offer of employment is made to you.

**Declaration**

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered that any statement is false, misleading or that I have withheld relevant information, my application may be disqualified. If I have already appointed I may be dismissed after investigation. I hereby give my permission to use the data supplied on this application form for the purpose of recruitment and selection.

**Name:**.....

Signed:.....

Date:.....

## *Equal Opportunities Monitoring Form*

In accordance with its equal opportunities statement, the Company will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origin, sex, marital status, disability, sexual orientation, religion or age.

In order to enable that the Company ensures compliance with its policy statement, a system of monitoring has been set up. We have only asked for your name so that monitoring can take place both at the short-listing for interview stage and at the appointment stage.

You may, of course, decide not to answer one or any of these questions but if you do respond, all information provided will be treated in confidence and will be used solely by the Human Resources department for the purpose of providing statistics for equal opportunities monitoring. The monitoring form does not form part of your application and will therefore be detached from it on receipt and stored separately. You can always mail this form separately if you wish.

Thank you for your assistance in completing this form.

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**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

-----  
**Post title:** \_\_\_\_\_

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**Gender:** Male \_\_\_\_\_  
Female \_\_\_\_\_  
Prefer not to say \_\_\_\_\_

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**Marital Status:** Married \_\_\_\_\_  
Single \_\_\_\_\_  
Other (*please specify*) \_\_\_\_\_  
Prefer not to say \_\_\_\_\_

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**Age Band:** Under 18 \_\_\_\_\_  
18-29 \_\_\_\_\_  
30-39 \_\_\_\_\_  
40-49 \_\_\_\_\_  
50-59 \_\_\_\_\_  
60-65 \_\_\_\_\_  
Over 65 \_\_\_\_\_  
Prefer not to say \_\_\_\_\_

-----  
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**Disabilities:**

None

-----  
Physical disability

-----  
Mental disability

-----  
Prefer not to say

-----  
**Race/nationality**

**Ethnic origin:**

*(Please specify)*

-----  
Prefer not to say

-----  
**Religion**

*(Please specify)*

-----  
Prefer not to say

-----  
**Declaration of Criminal Convictions:**

Have you ever been convicted of a criminal offence?

YES / NO

-----  
**Please give details of offence, sentence and dates:**

-----  
Please note depending on the circumstances around your employment or the department for which you are applying (Crèche and Leisure) it may be necessary to carry out a Criminal Records Bureau check (CRB). Please note however that this will only be done with your prior knowledge and consent.

For the purpose of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to the Company processing the data supplied on this form for the purpose of equal opportunities monitoring.

**Signed:**..... **Date:**.....