



## APPLICATION FOR EMPLOYMENT FORM

*Please complete the application form and email to  
hello@hastingsadventuregolf.com.*

*The contents of this form will be treated as confidential.*

Position:

### PERSONAL DETAILS

Full name:

Date of birth:

Address:

Post code:

Mobile number:

Telephone number:

Email Address:

Do you have a current driving licence?    Yes        No

If there are any endorsements on your driving license, please give details:

## EDUCATION HISTORY

*Beginning with your most recent education attendance. Please use 'further information' page at end if more space is needed*

School/College/University attended:

Dates of attendance:

Qualifications gained:

School/College/University attended:

Dates of attendance:

Qualifications gained:

School/College/University attended:

Dates of attendance:

Qualifications gained:

## EMPLOYMENT HISTORY

*Beginning with your most recent employer. Please use 'further information' page at end if more space is needed*

Name & address of employer:

Dates employed:

Job title:

Duties:

Reason for leaving:

Name & address of employer:

Dates employed:

Job title:

Duties:

Reason for leaving:

Name & address of employer:

Dates employed:

Job title:

Duties:

Reason for leaving:

## GENERAL COMMENTS

*Please detail here your reasons for applying for this position, your main achievements to date and the strengths you would bring to this post. This is the part of the application form where you can bring to our attention any qualities you believe we should aware of.*

*Do not feel under any obligation to complete this section if you believe the rest of this form has brought out these qualities in sufficient detail. If you find there is insufficient space, please continue on the 'further information' at the end.*

A large, empty rounded rectangular box with a green border, intended for writing general comments. The box is centered on the page and occupies most of the lower half of the document.

## LEISURE

*Please give details of your leisure interests, sports and hobbies and other pastimes.*

## REFERENCES

*Please give the name and address of two people from whom we may obtain a character and work experience reference.*

Reference 1:

Reference 2:

## CRIMINAL RECORD

*Please give details of any criminal convictions except those spent under the Rehabilitation of Offenders Act 1974.*

## PROOF OF ELIGIBILITY

*Under Section 8 of the Immigration Act we are required to check all employees are eligible to work within the UK.*

*Please confirm that, if you are offered a position within our organisation, which of the following documents you would be prepared to supply to us and allow us to make a copy of it.*

P45 from previous employer:

National Insurance Card:

Passport:

A UK or Republic of Ireland birth certificate:

UK residence permit:

Letter issued by Home Office indication permission:

Any other documents showing a right to work in the UK:

## DECLARATION

*Please read this carefully before signing the application.*

I confirm the above information is complete and correct and any untrue or misleading information will give my employer the right to terminate any employment contract offered.

I authorise you to contact my two stated referees.

Signed:

Date:

**FURTHER INFORMATION**

*Please add any further details or information as needed.*

A large, empty rounded rectangular box with a light green border, intended for providing further information.

## FOR OFFICE USE ONLY

Rejection letter:    Yes                      No

If yes, what date was it sent:

Reasons for rejection/acceptance for interview:

First interview date:

Notes of first interview:

Rejection letter:            Yes        No        Date sent:

Acceptance letter:        Yes        No        Date sent:

Acceptance:            Yes        No

References:            Yes        No

Start date: