



**TEAM MEMBER APPLICATION FORM**

*Please complete all 4 parts of this form*

**PERSONAL DETAILS**

Name							
Date of Birth							
Home Address							
Term Address (if applicable)							
Day Contact Number							
Evening Contact Number							
National Insurance Number							
Do you have a current driving licence?	Yes		No				

**NEXT OF KIN**

Name		Relationship	
Home Address			
Telephone Number			

**Please specify flexibility of hours**

Your hours and days of work will be agreed with your manager and will be scheduled in advance

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**PRESENT AND PREVIOUS WORK EXPERIENCE (IF APPLICABLE)**

Starting with the present employer/most recent employer – please explain any gaps

Company name/address							
Position held and key responsibilities							
Dates	From:	To:	Salary on Leaving				

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Position held and key responsibilities							
Dates	From:	To:	Salary on Leaving				

**EDUCATION**

From	To	Name and Address of School/College/University	Qualification	Subject	Grade

Other post graduate qualifications/specialist training courses in hospitality, customer service and retail			
Please detail your hobbies, interests or membership of clubs or societies			
Do you have any friends or relatives who work for Witney Lakes Resort?			
Yes		No	

### EQUAL OPPORTUNITIES

Do you consider yourself to have a disability?	Yes		No	
What is the nature of your disability?				

Please describe your ethnic origin		Caribbean		African	
Oriental		UK European		Asian	Other
If you do not originate from the European Community, do you have the right to work in the UK?					
Yes		No			

All employees are obliged to provide original documentary evidence of their right to work in the UK, prior to commencing employment.

Are there any restrictions on your right to work in the UK?				
Yes		No		
Do you require a work permit to work in the UK?			Yes	No

### REFERENCES

Name:	
Address	
Name	
Address	

### CONVICTIONS

Have you ever been convicted of a criminal offence?	Yes		No	
If 'YES', please give details (under the Rehabilitation of Offenders Act 1974, spent convictions need not be declared).				

Signature		Date	
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I am applying personally for employment with Witney Golf Club Ltd. I agree that Witney Golf Club Ltd may process data for human resources purposes including assessing my application for employment. In connection with this, I agree that the data may be disclosed to employees and agents of Witney Golf Club Ltd. Under the Data Protection Act 1998, data relating to racial or ethnic origins or commission or alleged commission of offences is sensitive data. I agree that data (if any) relating to my racial or ethnic origins may be processed by Witney Golf Club Ltd in connection with ensuring and monitoring equal opportunities and that the data (if any) relating to offences may be processed by Witney Golf Club Ltd in connection with evaluating my application. I understand that any engagement entered into is subject to a probationary period and satisfactory references.

INTERVIEWERS NOTES			
Interviewers Name		Date	