



THE NORFOLK CLUB

Application for employment

Please complete using black ink and return by 12noon on Thursday 11th November 2021

Position applied for:	Club Secretary
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Title:	
First names:	Surname:
Address:	Telephone numbers: Daytime: Evening:
	Email:
Are you legally eligible for employment?	
How did you hear of this vacancy?	

References

Please name two referees (excluding relatives), one of whom should be your present or last employer. Any offer of employment is subject to satisfactory references. Can we approach your current employer before an offer of employment is made?

Name: Address:	Name: Address:
How is the referee known to you?	How is the referee known to you?
Telephone:	Telephone:
Email:	Email:



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Education

Secondary Education (name and address of school)	From/to	Examinations passed and grades
Further Education (university, college, evening classes)	From/to	Courses and results
Professional memberships and qualifications		

Relevant training and personal skills

Please indicate skills and training courses undertaken relevant to this appointment.	
Driving Licence:	Current endorsements:



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Employment History

Begin with present occupation/last employer and work backwards

From/to	Name and address of company/organisation	Position held Key responsibilities, Reason for leaving, Final salary in role
Extra-Curricular activities		

Notice period:
Do you consider yourself to have a disability?

Additional information

<p>Please explain why you are applying for this position and outline how you meet the skills specification, adding any other relevant information in support of your application.</p> <p>You may use extra sheets.</p>
<p>Please give details of hobbies and interests (include membership of any organisation, any office held and any voluntary work)</p>
<p>Under the Data Protection Act, information is obtained and held by the Norfolk Club only as part of the recruitment and selection process. It is regarded as strictly confidential and will be stored securely.</p> <p>I hereby provide explicit consent for the information to be stored within the organisation's manual and computerised filing systems.</p> <p>SIGNED: _____ DATE: _____</p>