**CONFIDENTIAL APPLICATION FOR EMPLOYMENT**

|  |
| --- |
|  |
| Position applied for: |  |  |
|  |
| **1.** | **Prepared to Work** |
|  |
|  | Full Time Part Time Shift Work  |  |
|  |
| **2.** | **Personal Details** |
|  |
| First name |  | Last name |  |  |
|  |
| Address |  |  |
|  |
| Contact Details  | Email |  | Tele |  |  |
|  |
|  |
| Do you own a car? | Yes [ ]  No [ ]  |  | Have a current driving licence? | Yes [ ]  No [ ]  |  |
|  |
|  | Full |  Yes [ ]  No [ ]  |  |  |  PCV | Yes [ ]  No [ ]  |  |
|  |
| Have you any current endorsements? | Yes [ ]  No [ ]  |  |
|  |
| If yes, give details |  |  |
|  |
| **3.** | **Secondary Education** |
| School name/address | Examinations (subject/result, etc) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |
| **4.** | **Further Education and Training** |
| University/College | Type of course | Subjects | Qualification or class of degree |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |
|  |
| **5.** | **Employment** |
|  |
| Present/last employer |  |  |
|  |
| Current/previous employment | Start date |  | End date |  |  |
|  |
| Address |  |  |
|  |
| Job title |  |  |
|  |
| Reason for leaving |  |  |
|  |
|  |
| Other most recent employer |  |  |
|  |
| Previous employment | Start date |  | End date |  |  |
|  |
| Address |  |  |
|  |
| Reason for leaving |  |  |
|  |
| **6.** | **General** |
|  |
| Interests/hobbies (give details of pastimes, sports, etc) |  |  |
|  |
| **7.** | **Permission to Work in the UK** |
|  |
| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? | Yes [ ]  No [ ]  |  |
|  |
| If you are successful in your application would you require permission to work in the UK? | Yes [ ]  No [ ]  |  |
|  |
|  |
| **8.** | **Golf & Travel** |
|  | Are you willing to go through the training required to be able to drive large manual coaches (would you also drive the smaller vehicles at times)? Yes [ ]  No [ ] Are you willing to drive small coaches up to 8 seats and cars? Yes [ ]  No [ ] Are you only willing to drive small sprinters? Yes [ ]  No [ ] Give a brief description on your golf knowledge (EG Member of which golf club, handicap, years played, knowledge of other courses, knowledge of Scotland’s leading courses)Please give a background on your knowledge of the roads around Great BritainThe job would entail meeting & taking various people to hotels, golf courses, can you give us any previous experience relevant to this?Can you tell us what you can bring to this job? |
| **9.** | **Further Information** |
|  | If there is any further information you would like to add to your application that is relevant, please provide details below. |
| **10.** | **Personal Referees** |
| Work reference — not members of your own family |
| Name |  |  |
|  |
| Address |  |  |
|  |
| Organisation |  |  |
|  |
| Occupation |  |  |
|  |
| Telephone number |  |  |
|  |
| E-mail address |  |  |
| Work, personal or educational |
| Name |  |  |
|  |
| Address |  |  |
|  |
| Organisation |  |  |
|  |
| Occupation |  |  |
|  |
| Telephone number |  |  |
|  |
| E-mail address |  |  |
|  |
| I authorise the organisation to obtain references to support this application once an offer has been made and accepted and release the organisation and referees from any liability caused by giving and receiving information. |
| Declaration | I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement will be sufficient cause for rejection or, if employed, dismissal. |
| Signature |  |  |
|  |
| Date |  |  |
|  |

**When Completed, please return this form to:**

**ST ANDREWS EXECUTIVE TRAVEL LTD,**

 **BROWNHILLS GARAGE,**

 **ST ANDREWS, FIFE,**

 **KY16 8PL**

**TEL: 01334 470080 – FAX: 01334 470081**