

# 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)

EXECUTIVE TRAVEL

## 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 Britain

The 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**