**Inverness Tennis & Squash Club**

**Club Development Officer**

**Application Form**

Please type or use BLACK ink

|  |
| --- |
| **PERSONAL DETAILS**  |
| Surname:  | Forename(s): |
| Address:Post Code: |
| Tel No (Home) | Tel No (Mobile) |
| Email address: |
|  |  |
| **SECONDARY EDUCATION** |
| Dates: | Qualifications Gained, subjects and Level of pass: |
|  |  |
| **FURTHER EDUCATION** |  |
| Dates: | Qualifications Gained, subjects and Level of pass: |
|  |
| **MEMBERSHIP OF PROFESSIONAL BODIES OR AN OTHER QUALIFICATIONS** |
| Dates: | Qualifications Gained, subjects and Level of pass: |
|  |
|  |
| **PRESENT OR MOST RECENT EMPLOYMENT** |
| Employers Name and Address: | Position held and main responsibilities: |
| Dates of employment :From: To: | Reason for leaving/wanting to leave: |
|  |  |
| **PREVIOUS EMPLOYMENT** |  |
| Employers Name and Address: | Position held and main responsibilities: |
| Dates of employment :From: To: | Reason for leaving/wanting to leave: |
|  |  |
| Employers Name and Address: | Position held and main responsibilities: |
| Dates of employment :From: To: | Reason for leaving/wanting to leave: |
|  |  |
| Employers Name and Address: | Position held and main responsibilities: |
| Dates of employment :From: To: | Reason for leaving/wanting to leave: |

|  |
| --- |
| **REASONS FOR APPLYING FOR POST**Please provide details of relevant experience, principal achievements, personal qualities and explain how you meet the skills set out in the Person Specification. Please continue on a separate sheet if necessary. |
|  |

|  |
| --- |
| **PERSONAL INTERESTS**Please give details of hobbies or interests, membership of any clubs or societies, voluntary work etc that are relevant to you application. |
|  |
| Do you hold a current UK driving licence? | Yes / No  |
|  |  |
| **REFEREES**Please provide the details of two referees who can be contacted to provide a reference. Once reference should be your present or most recent employer. |
| **Name** | **1.** | **2.** |
| **How known to you** |  |  |
| **Address** |  |  |
| **Telephone Number** |  |  |
| **Email Address** |  |  |
|  |
| If appointed, when you could start. | How did you hear about this vacancy? |
|  |  |

I am aware that in accordance with the Data Protection Act 1998 information provide on this application form with be retained in manual and computerised files for record keeping and monitoring purposes.

|  |  |
| --- | --- |
| **Signed:** | **Date:** |

Please return completed application form to:

Ailsa Polworth

Club Manager

Inverness Tennis & Squash Club

5 Bishops Road

Inverness

IV3 5SB

Or via email to : ailsa@invernesstennisandsquash.org