**Inverness Tennis & Squash Club**

**Club Development Officer**

**Application Form**

Please type or use BLACK ink

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| **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: | |

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| **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. |
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| **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.

|  |  |
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| **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](mailto:ailsa@invernesstennisandsquash.org)