



# Oxford University Tennis Club

## Application Form

**Strictly Confidential**

### **IMPORTANT**

**THIS POSITION INVOLVES CONTACT WITH CHILDREN AND YOUNG PEOPLE.  
YOU ARE REQUIRED TO COMPLETE THIS FORM**

<b>Position Applied for:</b>	
<b>PART A – PERSONAL DETAILS</b>	
Title (Mr, Mrs ,Ms, Miss).....	
Surname ..... Forenames .....	
Any first name, surname or maiden name previously known by:.....	
Home Address .....	
.....	
.....	
Postcode.....	Contact Email Address .....
Mobile phone number .....	Home phone number .....
Date of Birth.....	Gender Male/Female
National Insurance Number.....	
Are you currently eligible to work/volunteer in the UK? Yes / No	

<b>PART B – QUALIFICATIONS</b>		
List details relevant qualifications to this post, including sporting qualifications;		
Date Qualified	Qualification Obtained	College, university, professional body

**Other training attended including relevant sports training:**

Date	Details
Membership details of any professional bodies including membership number:	

<b>PART C – CURRENT EMPLOYMENT</b>	
<b>Current Occupation</b>	<b>Start Date</b>
<b>Name of Organisation</b>	<b>Job Title</b>

**Address and Postcode**

**Telephone Number**

**Brief Description of your role and duties**

**Previous Experience relevant to this post:**

**PART D – PAST EMPLOYMENT**

<b>Name of Organisation</b>	<b>Dates</b>	<b>Position held</b>	<b>Relevant Experience</b>
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**PART E**

**Please provide information on your reasons for applying for this role:**

**PART F – REFERENCES**

Please give the names, addresses and status of two referees, who can comment on your work performance and verify your record in relation to working with young people. Neither referee can be related to you. You must have known

both referees for a minimum of two years

Name .....	Name .....
Job title .....	Job title .....
Company .....	Company .....
Address .....	Address .....
.....	.....
.....	.....
.....	.....
Telephone number .....	Telephone number .....
.....	.....
May this referee be contacted prior to interview? Yes/No	May this referee be contacted prior to interview? Yes/No

**DECLARATION**

I declare to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, a probationary period and, if the organisation believes it appropriate, a medical report, all of which must be deemed by the company satisfactory.

Signed: ..... Date: .....

Print name: .....

**OFFICIAL USE ONLY**

<b><i>SECTION 1 COMPLETE AND RECEIVED</i></b>	<b><i>YES / NO</i></b>
<b><i>APPLICANT ASKED TO INTERVIEW</i></b>	<b><i>YES / NO</i></b>
<b><i>APPLICANT SUCCESSFUL</i></b>	<b><i>YES / NO</i></b>
<b><i>REFERENCES RECEIVED AND ACCEPTED</i></b>	<b><i>YES / NO</i></b>
<b><i>DBS CHECK COMPLETED AND SATISFACTORY</i></b>	<b><i>YES / NO</i></b>

**RETURN ADDRESS:**  
Oxford University Tennis Club, Merton Street, Oxford OX1 4JD