



POSITION APPLIED FOR _____

HOW DID YOU HEAR OF THIS VACANCY? _____
(Name of publication, web site, agency or source)

Surname: _____ Title: _____

First Names: _____ Previous Names: _____

Home Address: _____

_____ Post Code: _____

Tel No Home: _____ Tel No Day: _____

Mobile No: _____ e-mail: _____

Are you legally eligible for employment in the UK? Yes ☐ No ☐

(Schools attended from age 11)	Examinations (subjects/results)

Place of education	Type of training	Qualification

Please list any other courses followed and examinations passed which are relevant to this post, and membership of professional organisations.

PREVIOUS WORK EXPERIENCE

Please list your previous work experience either paid, unpaid or voluntary starting with the most recent.

Present/most recent employer: _____ Type of organisation: _____

Job title: _____ Starting date: _____

Duties/responsibilities: _____ Leaving date: _____

_____ Basic salary/wages: £ _____

_____ Overtime/bonuses/benefits: _____

_____ Reason for leaving: _____

Previous employer: _____ Type of organisation: _____

Job title: _____ Starting date: _____

Duties/responsibilities: _____ Leaving date: _____

_____ Finishing basic salary/wages: £ _____

_____ Overtime/bonuses/benefits: _____

_____ Reason for leaving: _____

Previous employer: _____ Type of organisation: _____

Job title: _____ Starting date: _____

Duties/responsibilities: _____ Leaving date: _____

_____ Finishing basic salary/wages: £ _____

_____ Overtime/bonuses/benefits: _____

_____ Reason for leaving: _____

Previous employer: _____ Type of organisation: _____

Job title: _____ Starting date: _____

Duties/responsibilities: _____ Leaving date: _____

_____ Finishing basic salary/wages: £ _____

_____ Overtime/bonuses/benefits: _____

_____ Reason for leaving: _____

Please continue on a separate sheet if necessary.

STATEMENT OF SUITABILITY

Please state why you consider you are suitable for this position, outlining your relevant abilities, skills, knowledge and experience. (Please continue on a separate sheet if necessary)

HEALTH INFORMATION

PART OF THE EMPLOYMENT PROCEDURE INCLUDES UNDERGOING A MEDICAL EXAMINATION BY THE COMPANY DOCTOR. IF REQUESTED WOULD YOU BE PREPARED TO DO SO? YES ☐ NO ☐

GENERAL INFORMATION

Do you smoke? YES ☐ NO ☐

If applicable to your application:

Do you hold a current driving licence? YES ☐ NO ☐ Type _____

Current endorsements? YES ☐ NO ☐

Interests/hobbies: (Give details of pastimes, sports etc)

Public duties (JP, local councillor, etc) undertaken:

CRIMINAL OFFENCES

Do you have any 'unspent' criminal convictions and/or cautions? YES ☐ NO ☐

If 'Yes' please state the nature and date(s) of the offence(s):

Note: A conviction will become 'spent' where the individual has not committed another serious offence during the rehabilitation period (please refer to Rehabilitation of Offenders Act 1974.)

REFERENCES – Verification of employment or education record

Please give the name and address of at least two people willing to confirm your suitability for the job, including, where relevant your present or last employer. If you are in, or have recently completed full-time education, one should be from your school or college. You should not give friends or relatives as referees, unless they are/were your employer. All offers of employment will be subject to the receipt of references which are satisfactory to the Company.

Name _____ Name _____

Organisation _____ Organisation _____

Address _____ Address _____

Tel. No. _____ Tel. No. _____

e-mail _____ e-mail _____

Position _____ Position _____

Are you willing for enquiries to be taken up before interview? YES ☐ NO ☐

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature: _____ Date: _____

DATA PROTECTION

The provisions of the Data Protection Act 1998 preclude the Company from retaining and using such confidential information as you have provided, without your consent, apart for the purposes for which it was provided. The retention of your application and the associated documents is for specific employment consideration at the time of application, or the future reference in the event of other potentially suitable positions becoming available and will not be disclosed to any third party to the Company. In any event, the form and any accompanying documentation containing personal information about you will be destroyed within 12 months, should you not become an employee of the Company within that timescale. Your signature on this form indicates your acceptance of the above conditions.

ASYLUM AND IMMIGRATION ACT

Please note that, in accordance with the provisions of the Asylum and Immigration Act 1996, if you are employed by the Company before commencing work you will have to provide appropriate documentation to show that you are entitled to work in the UK:

The requirements (in summary) are:

- 1) A valid UK passport, EEA passport/national identity card or UK residence permit issued by the Home Office to a national from an EEA country.
OR
- 2) Documentary evidence of a permanent NI number **plus** a full birth certificate, or an approved letter from the Home Office.
OR
- 3) A work permit together with a passport or letter from the Home Office, confirming the right to enter the UK and carry out the work.

Note: Additional requirements may apply to nationals from some countries.
This evidence will be retained on file during your employment.

EQUAL OPPORTUNITIES MONITORING

The All England Lawn Tennis Club (Championships) Limited is an equal opportunities employer and has developed policies and procedures that comply with current equal opportunities legislation. The Company is committed to promoting equal opportunity in the workplace, regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation. The Company welcomes job applications from all sections of the community and we do not discriminate on any grounds other than the ability to carry out the required duties to a high standard.

We aim to recruit, retain and develop staff on the basis of their relevant merits and abilities.

The ethnic origin, age and gender information below will be treated in the strictest confidence and will be used for statistical monitoring. It is not part of the selection process and will be separated from the application prior to shortlisting.

Please tick one box, or write in if appropriate.

I would describe my race or cultural origin as:

White British <input type="checkbox"/> Irish <input type="checkbox"/> other _____ Please write in	Black or Black British African <input type="checkbox"/> Caribbean <input type="checkbox"/> other _____ Please write in	Asian or Asian British Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> other _____ Please write in
Mixed White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed background _____ Please write in	Chinese Chinese <input type="checkbox"/> Other _____ Please write in	Other Ethnic Group _____ Please write in

Please tick one box

Are you: Male ☐ Female ☐

Date of Birth:

DISABILITY INFORMATION

Are there any disabilities which may affect your application? YES ☐ NO ☐

Describe any disabilities and

- (a) Any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job.
- (b) Any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job.

The All England Lawn Tennis Club (Championships) Limited
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