



# Kingsknowe Golf Club

ESTABLISHED 1908

## Job Application Form: Office Administrator

I wish to be considered for: Full Time Position/Part Time Finance Administration Lead/Membership and Communications Administration Lead (delete as appropriate)

### Personal Details

Surname	
Other Names	
Address	
Email address	
Telephone Number	
Current Job and Employer (or not currently working)	

### Work Experience

Summarise your most relevant work experience, giving dates, positions, and the environment you worked in:	
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### **Education and Exams**

<p>Provide Details of any relevant Further Education and Certificates/Diplomas/Degrees obtained.</p>	
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### **Strengths**

<p>Please tell us why you applied for this job and why you think you are the best person for the job.</p> <p>Which aspects of the job are your strengths and which would you be less confident in?</p>	
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### **Personal Statement**

<p>Please tell us something you would like us to know about yourself that is not necessarily related directly to the job description.</p>	
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### **Other Experience**

<p>Describe any other relevant experience you may have, that you have not already told us about.</p>	
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## Accessibility

Please tell us if you consider yourself to have a disability for which reasonable adjustments could be made to assist you in fulfilling the role.	
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## Application Process

Closing date for applications is 30 September. No receipt of application will be given. You will only be contacted if you are to be offered an interview. If you have not heard by Friday 13 October you will have been unsuccessful. No approach will be made to your present employer before an offer of employment is made. Interviews will be on Monday 23 October in Edinburgh. The completed form should be returned to [clubmanager@kingsknowe.com](mailto:clubmanager@kingsknowe.com) or to the Club Office in an envelope marked CONFIDENTIAL addressed to the Club Manager

## Declaration

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my application and any subsequent job offer being revoked.

Signature ..... Date .....