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| T:\Manager\Logos\Screen shot 2018.png  Employment Application – General Manager |  |

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| Applicant Information | | | | | | | | | | | | | | | | |
| Last Name | | |  | | First Name(s) |  | | | | | | | | Date |  | |
| Address | | | | | | | | | | | | | | | | |
| Phone |  | | | | E-mail Address | | |  | | | | | | | | |
| Date Available to start work | | | |  | | | | | | | Current Salary | | |  | | |
|  | | | | | | | | | | | | | | | | |
| evidence of competence and skills | | | | | | | | | | | | | | | | |
| *The following questions are designed to allow you to provide evidence of your competence and skills in relevant areas. For each question please provide one specific example rather than a number of general statements. Your specific example should describe the situation, explain what you needed to achieve (your task), describe what you actually did to achieve that goal (your action) and the outcome or result. Each answer should be no more than 150 words* | | | | | | | | | | | | | | | | |
| Managing a Complex Task. A golf club general manager must be able to multitask and react quickly and efficiently when new issues arise without losing focus on existing tasks. Please describe a time when you have had to manage a complex task or situation to achieve a specific outcome, ensuring you explain how you achieved that result. | | | | | | | | | | | | | | | | |
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| Managing People. Managing staff can sometimes be difficult. Please describe a time when you have had to deal with a challenging staff issue, ensuring you describe your role, the action you took and the outcome. | | | | | | | | | | | | | | | | |
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| Business Development. Many golf clubs are facing significant challenges and need to modernise and adapt. Please describe a situation in which you have developed and/or implemented plans to take a business in a different direction, ensuring you explain why this was necessary and the action that you took personally. | | | | | | | | | | | | | | | | |
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| Advertising and Marketing. The Club General Manager must be able to promote the club effectively through advertising and marketing. Please describe a time when you have promoted a business or other service, explaining how you decided on your approach, what you did and the outcome of the promotion. | | | | | | | | | | | | | | | | |
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| References | | | | | | | | | | | | | | | | |
| Please give the names and contact information for 2 people who would be willing to give references for you. | | | | | | | | | | | | | | | | |
| Full Name | | |  | | | | Relationship | | |  | | | | | | |
| Address | | |  | | | | Phone | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Full Name | | |  | | | | Relationship | | |  | | | | | | |
| Address | | |  | | | | Phone | |  | | | | | | | |
| *May we contact your referees now?* YES NO | | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | |
| I certify that my answers are true and complete to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview  may result in my release. | | | | | | | | | | | | | | | |
| Signature | |  | | | | | | | | | | Date |  | | |
| **Please return your completed application along with your current CV for the attention of Mr Scott Edwards, Vice-Captain, Scotscraig Golf Club, The Clubhouse, Golf Road, Tayport, FIFE, DD6 9DZ** | | | | | | | | | | | | | | | |