

## **DRIFFIELD GOLF CLUB (DGC) – BAR AND FRONT OF HOUSE MANAGER**

### **GUIDANCE NOTES FOR APPLICANTS**

#### **MAKING AN APPLICATION**

Those wishing to apply for the post of Bar and Front of House Manager at DGC should submit a letter to the Honorary Secretary, Driffield Golf Club, Sunderlandwick, Beverley Road, Driffield, YO25 9AD. Letters should reach the club by 1700 hours (5PM) on Wednesday 22 May 2019. Letters received after that time will not be considered.

The application letter should contain, as a minimum, the following detail:

- a. Applicants full name.
- b. Applicants current address. If the applicant has not lived at that address for more than five years, then previous address(es) covering a five year' period should be included.
- c. Contact telephone number(s) and a current e-mail address (if available)
- d. Educational, academic and or professional qualifications held.
- e. A brief description of the applicants work experience and why the applicant feels suited to the post offered. Detailed Job Description and Person Specification are on the club website at [www.driffieldgolfclub.co.uk](http://www.driffieldgolfclub.co.uk)
- f. Details of any special considerations that DGC needs to take into account if the applicant is invited to interview.
- g. The name and contact details of at least one responsible person (preferably three) who can provide a reference and support the application. References from close family members are not acceptable.
- h. The earliest start date that the applicant would be available if offered the post.
- j. Formal CVs are not required but may be included if the applicant wishes. However, the inclusion of a CV does not obviate the need comply with sub paragraph e. (above)

#### **APPLICATION PROCESS**

DGC complies with the General Data Protection Regulations. By submitting an application it is clear that applicants consent to the data provided in their letter being held by the club for the purpose stated. The club will securely destroy all letters and remove any data of unsuccessful applicants once the recruitment process is complete.

All applications received by the due date and time will be reviewed by the Chair of the Club's House and Social Committee and two other members of the Management Committee. Those who are considered most suitable will be asked to attend an interview at the club.

Persons asked to interview will be notified in writing, to the e-mail address (or postal address if no e-mail is available) that they provided in the application letter. Such notifications will be sent out by 29 May 2019 and interviews will take place during the week of the 3<sup>rd</sup> to the 7<sup>th</sup> of June 2019.

We anticipate a large response to this advertised post and do not intend to notify every applicant if they are not asked to interview. However, anyone who applies and is not called to interview may request feedback on their application by contacting the Club at the address given above.

## INTERVIEW

Those attending interview must bring:

- a. Proof of address in the form of a utility bill (or similar) (less than three months old) naming the individual at the stated address.
- b. Photographic identification in the form of a passport, driving licence, official photographic identity card or similar.

The interview will be conducted using standard techniques to explore themes relevant to the post. The themes are all present in the Job Description and Person Specification available on the club website at [www.driffieldgolfclub.co.uk](http://www.driffieldgolfclub.co.uk)

## POST INTERVIEW

The interview panel will consider all those who attended and make a decision by Wednesday the 12<sup>th</sup> of June 2019. There will be an ordered list and the top scoring candidate will be notified of their success and the club will then ask for references. The club will also ask for proof of financial integrity. Providing that the references and financial aspects are satisfactory then the first choice will be appointed. If either the references or the financial integrity are unsatisfactory, then the second person will be notified, and so on.

Once the appointment has been made, all those who attended for interview will be notified that they were unsuccessful on this occasion and may request feedback from the Club at the address given, if they so wish.