

References

No information will be sought from your present employer without your consent.

Please indicate whether you give your consent to contact either of your referees by indicating below:

Yes No

Yes No

Name:

Name:

Relationship:

Relationship:

Address:

Address:

Telephone No:

Telephone No:

Email Address:

Email Address:

Declaration

I confirm that the above information is correct and true and has no deliberate omissions. I understand that if this does not prove to be the case, there may be sufficient grounds for cancelling any agreement made with the Company.

I agree that in submitting this application references provided can be taken up and I will undergo a medical examination(s) if asked to do so.

I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties, such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and, if successful, the information will be used to form my personnel record and will be retained for the duration of my employment and as long as is deemed necessary thereafter. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary for the purpose of recruitment and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signature of applicant:

Name in print:

Date:

For office use only

Application Form

Hotel:

Position applied for:

Date of application:

Other positions you would consider:

Source of application:

Employment status:

Full time

Part time

Temporary

Casual work

Personal Details

Title (Mr/Mrs/Miss/Ms):

Surname:

Forename(s):

Address:

Email:

Telephone Number: Mobile:

Home:

National Insurance Number:

I am:

Under 16

16-18

18-21

21 and over

General Information

Minimum salary acceptable:

Date available to start:

Nationality:

Do you have a valid visa/work permit?

Yes

No

If yes, what type of visa/work permit and what is the expiry date?

Have you been convicted of any criminal offences which are not yet spent under the Rehabilitation of Offenders Act 1974?

Yes

No

If yes, please explain:

Do you hold a current driving licence?

Yes

No

Does your licence have any current endorsements?

Yes

No

If yes, please give further information:

Do you write or speak any other languages?

Yes

No

If so, please explain:

Please give any other facts which you feel would be useful in considering this job application.



Education

From	To	Name and address of school, college etc	Qualifications

Other relevant qualifications, courses, awards:

Are you a member of a professional organisation or association?

If yes, please explain:

Employment (show most recent employment first)

From	To	Company name and address	Job title and duties	Salary	Reason for leaving

Supporting Information

Customer Care

What skills and attributes do you demonstrate which you feel provide good customer care?

What do you feel is important to our customers?

Why do you feel communication is important in the role you are applying for?

What achievements are you proud of and why?

Supplementary Information

Please give dates of any holidays arranged:

Are you willing to work overtime and weekends when required?

Yes No

Have you worked for us before?

Yes No

If yes, give details of reason for leaving:

Please list your interests, sports, hobbies, etc

Medical Details

Do you have a health problem which is relevant to this job application?

Yes No

If yes, please explain:

Are you at present receiving any medical treatment or taking any tablets/medicines which are relevant to this job application?

Yes No

If yes, please explain: