

Application for Employment

Please complete each section in capitals using black ink and return this form to the hotel or office from which you obtained it.

The information you give on this form will be treated as Strictly Confidential and all or part may be contained in a computerised system in which case the requirements of the Data Protection Act will be complied with fully.

Confidential

If you wish
you may attach
a recent photo

Where originated/Return to:

General Information

What position are you applying for?	Preferred location	
How did you hear of this vacancy?	Date available	Salary expected?

Personal and Social Details

Surname Mr/Mrs/Miss/Ms	First Names
Address	Previous Name (if applicable)
	Telephone Home
	Work
	Nat. Ins. No.
Birth Date	Marital Status Single <input type="radio"/> Married <input type="radio"/>
Birth Place	Divorced <input type="radio"/> Widowed <input type="radio"/> Separated <input type="radio"/>
Nationality	No. of Children & Ages
Are you a member of any professional organisation or association?	
Hobbies and other interests	
Do you hold a current Driving Licence? Yes <input type="radio"/> No <input type="radio"/>	Do you own a car?
Have you ever been convicted of a criminal offence which is not spent as defined in the Rehabilitation of Offenders Act 1974? Yes <input type="radio"/> No <input type="radio"/> If 'yes' give details?	

Interviewers Notes

1. Personal Qualities Appearance, Personality etc.	2. Qualifications and Experience
3. Circumstances Health Availability	4. Action to be Taken Offer to be made: Authorised by: Job Salary Start Date Applicant informed

References The Company requires references covering the last 5 years of employment. If you have not been in employment for this period then we require character/college references (no information will be sought from your present employer without your consent)

Type of reference - School/College/Employer/Character _____

Name _____

Address _____

_____ Telephone _____

Type of reference - School/College/Employer/Character _____

Name _____

Address _____

_____ Telephone _____

Type of reference - School/College/Employer/Character _____

Name _____

Address _____

_____ Telephone _____

Equal Opportunities

We are an Equal Opportunities Employer and this action is designed to ensure that we do not discriminate against any applicant and our policy of Equal Opportunities is implemented. Please tick the appropriate box below to indicate your ethnic origin.

White European White Other Black Caribbean Black African

Black Other Indian Pakistani Bangladeshi

Chinese Other Not Known Japanese

This information will not affect our decision whether or not to offer you employment and will only be used for the purpose of ethnic monitoring.

Declaration

I understand that the completion of this form does not guarantee employment. I certify that all the information given on this form is true and accept that any mis-statement or suppression of material may mean the cancellation of any appointment, which is also made subject to the receipt of satisfactory references.

I consent to this being held on file under the terms of the Data Protection Act 1998.

Applicants Signature _____ Date _____