Please give details of how you spent your time during any gaps in your employment history.

## INTERESTS, LEISURE ACTIVITIES (e.g. hobbies, sports, club memberships)

## SUPPLEMENTARY INFORMATION

Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths.

## DECLARATION

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

| Signature: | Date: |
|---|---|

## REFERENCES

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? YES ☐ NO ☐

| Name: | Name: |
|---|---|
| Position: | Position: |
| Address: | Address: |
| | |
| | |
| | |
| Tel.No: | Tel.No: |

SAROVA HOTELS

Individual hotels for individual people©

**The Abbey | The Bull | The Rembrandt | Sir Christopher Wren**

# Application for Employment

Name

Position applied for:

Are you looking for:
- ☐ **Full time employment**
- ☐ **Part time employment**
- ☐ **Casual work** - what days and hours are you available?

Have you applied for employment with this Company before? ☐ Yes ☐ No

Do you need a work permit to take up employment in the UK? ☐ Yes ☐ No

If Yes, type: Expiry date:

Do you need accommodation? ☐ Yes ☐ No

From where / whom did you hear of this vacancy?

Please return this form to:

**OFFICE USE ONLY**

| Date form received: | Regret: | 1st Interview: | 2nd Interview: | Appoint: |
|---|---|---|---|---|
| | | | | |

# Private & Confidential

**This form enables us to give careful consideration to your application and you are asked to answer all questions fully with the assurance that we shall observe the strictest confidence.**

## PERSONAL DETAILS

Mr ☐ Miss ☐ Mrs ☐ Ms ☐ (Please complete this section in BLOCK CAPITALS)

| | |
|---|---|
| Surname: | Previous Name: |
| First name(s): | |
| Permanent Address: | Present Address (if different) |
| | |
| Post Code: | Post Code: |
| Home Tel No: | Mobile Tel No: |
| | |
| National Insurance No: | |
| What languages do you speak? | Level of competency |
| | |
| | |
| Are you a member of any Professional organisations or associations?<br>Please name: | YES ☐ NO ☐ |
| Have you any convictions? (other than spent convictions under the Rehabilitation of Offenders Act 1974) | YES ☐ NO ☐ |
| If YES, please give full details | |

## EDUCATION

| Schools since aged 11 | From | To | Examinations & Results |
|---|---|---|---|
| | | | |
| | | | |
| **College or University** | **From** | **To** | **Courses & Results** |
| | | | |
| | | | |
| **Further Formal Training** | **From** | **To** | **Diploma/Qualification** |
| | | | |
| | | | |

| Job Related Training Courses:<br>Name of Organisation | Date | Subject |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

## EMPLOYMENT DETAILS

Are you currently employed? YES ☐ NO ☐

### PRESENT/LAST EMPLOYMENT

| From | To | Name, Address, Telephone of Employer | Position Held/Outline Duties | Final salary |
|---|---|---|---|---|
| | | | | |
| Reason for Leaving: | | | Period of Notice required: | |

### PREVIOUS EMPLOYMENT

| From | To | Name, Address, Telephone of Employer | Position Held | Reason for Leaving |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |