



Individual Hotels for Individual People

The Abbey, The Bull, The Rembrandt

Name:

Position Applied for:

Are you looking for:

Full time employment

Part time employment

Casual work - what days and hours are you available for?

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

From where/ whom did you hear of this vacancy?:

Please return this form to:

Office Use Only:

Date form received:	Regret:	1st Interview:	2 nd Interview:	Appoint:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

APPLICATION FOR EMPLOYMENT

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

(Please complete this section in BLOCK CAPITALS)

Mr Miss Mrs Ms

Surname/ Family name:		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 that you speak			Level of competency
Are you a member of any Professional organisations or associations? 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: 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

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: