

Application form

Private and Confidential

The Portbyhan Hotel



Application for the post of: _____

Location: _____

Personal Details

Surname: _____

Title preferred: Mr / Mrs / Miss / Ms / Other (please state)

Forenames: _____

Telephone Home: _____

Address: _____

Mobile number: _____

N.I. Number: _____

Post Code: _____

Licence Details

Do you hold a current Driving Licence? Yes No

Do you have any endorsements? Yes No

If "yes" please give details:

Languages & Training

What other languages do you speak fluently?

Are you a qualified first aider? Yes No

If "yes" please give details:

Education and training

School	From	To	Subject	Qualification	Grade

Please list details of any further / higher

College / University	From	To	Subject	Qualification	Grade

Previous employment (most recent first)

Employer (Name and address)	Start date	Leaving date	Position held	Salary	Brief description of duties	Reason for leaving

Referees

Please give the names, addresses and occupations of two people (not relatives) who we can contact for references. One should be a previous employer. .

Please note:

References will normally be contacted after an offer of employment. Any offer of employment will be subject to satisfactory references.

(1) Name: _____

(2) Name: _____

Occupation: _____

Occupation: _____

Address: _____

Address: _____

Postcode: _____

Postcode: _____

Telephone number: _____

Telephone: _____

Additional details

Do you have your own transport? Yes No

If successful, how would you travel to work? _____

Have you been employed by Portbyhan Hotel before? Yes No

If "yes" please provide details

Have you ever been interviewed by Portbyhan Hotel before? Yes No

If "yes" please provide details

Are you willing to work shifts? Yes No

If "yes" please provide details Mornings Afternoons Evening

Weekend Nights Any

Do you know anyone currently employed by Portbyhan Hotel? Yes No

If "yes" who? _____ Relationship to them: _____

Have you ever been convicted of a criminal offence (other than a spent conviction) under the Rehabilitation of Offenders Act 1974? (The details will only be considered in relevance to the position you have applied for)

Yes No

If "yes" please provide details (continue on a separate sheet if necessary)

Declaration

To the best of my knowledge and belief the information I have given above is correct. I understand that my application will be disqualified or, after my appointment, disciplinary action considered if I have knowingly given false information.

I agree that Portbyhan Hotel (and parent company) can hold and use the information about me in the application, under the terms of the Data Protection Act 1998 and the Employment Practices Data Protection Code for the purpose of processing this application and for the personnel reasons if an offer of employment is made. If on this occasion no offer is made I agree Portbyhan Hotel (and parent company) can keep a record of my application for up to 12 months.

Signed: _____

Date: _____

Thank you for completing this form

The detachable questionnaire does not form part of your application. It will be kept separately from it and used only to monitor the effectiveness of the Company's Equal Opportunity Policy. Thank you for completing this form

Equal Opportunity Policy

Portbyhan Hotel is an Equal Opportunities employer. The company operates a policy with the aim of ensuring that unfair discrimination does not take place in recruitment, promotion and training. In order to help us monitor the effectiveness of this policy (and for no other reason), you are asked to provide the information requested.

This information is confidential and does not form part of your application. This slip will be separated from your application when it is received, and the information will not be taken into account when making the appointment.

Surname: _____

Initials: _____

Date of Birth: _____

Sex:

- Male
 Female
 Prefer not to say

Marital status:

- Married / Civil Partnership
 Single
 Cohabiting
 Prefer not to say

Do you consider yourself to have a disability under the Equality Act 2010? *A disability is described as "a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities"*

- Yes No

Ethnicity (tick one only).

White

- White – British
 White – Irish
 White - Any other white background

Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian or Asian British background

Black or Black British

- Caribbean
 African
 Any other Black or Black British background

Chinese or other Ethnic Group

- Chinese
 Any other Chinese or other Ethnic Group background

Mixed Heritage

- White and Black Caribbean
 White and Black African
 White and Black Asian
 Any other mixed heritage group

Prefer not to say

- Prefer not to say

Sexual Orientation

- Heterosexual
- Homosexual (Gay / Lesbian)
- Bisexual
- Prefer not to say

Religion / Belief (tick one only)

- Christian
 - Jewish
 - Catholic
 - Buddhist
 - Muslim
 - Hindu
 - Jehovah's Witness
 - No Religion
 - Prefer not to say
 - Other (please state)
-

Recruitment Monitoring Information

How did you hear about this role?

To help us to monitor and improve our recruitment process, please answer the questions below.

- Company website
- Facebook / Twitter
- Newspaper name of newspaper: _____
- Internet name of website: _____
- Internal advert
- Staff referral name of person: _____
- Other Please specify: _____