

# English Rose Hotels

## Confidential Application For Employment

### Section 1 - Position Applied For

Position applied for:  Hotel Name:

### Section 2 - Personal Details

Surname:  Forenames:

Address

Postcode:

Telephone (Home):  Telephone (Mobile):

Email:

National Insurance No.  Are you over 18 years of age? Yes  No

Country of Origin:  Nationality:

Do you need a work permit to work in the UK? Yes  No  If 'Yes' give details:

Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act) Yes  No  If 'Yes' give details:

### Section 3 - Additional Details

Do you have a UK Bank/Building Society Account in your own name? Yes  No

Do you own a car? Yes  No

Do you have a current driving licence? Provisional  Full  HGV  No

Do you have any current endorsements on your licence? Yes  No

If 'Yes' please give details (including date of offence & number of points):

Have you worked for English Rose Hotels before? Yes  No

If 'Yes' which hotel did you work at & who was your Line Manager?

If 'Yes', what dates did you work for English Rose Hotels? From:  To:

What were your reasons for leaving?

How did you hear about the vacancy? Newspaper  Word of Mouth  The Caterer  Internet  Job Centre  Other

If 'Other', please give details:

### Section 4 - Availability

What date are you available to take up employment?  dd / mm / yyyy How many hours per week do you wish to work?

Please indicate the times when you are available to work in the table below:

Days	Sun	Mon	Tues	Weds	Thurs	Fri	Sat
Time from:							
Time to:							

## Section 5 - Education & Training

School(s) attended from age 11	Qualification Obtained (O levels, GCSE or equivalent)	Grade

College/University attended from age 16	Course Title (Including level e.g. GNVQ III)	Results (Including class of Degree)

Professional Qualifications if applicable to this post	Qualification Obtained	Date Obtained	Results

Other Training if applicable to this post	Course Title	Date Obtained	Results

## Section 6 - Present or Most Recent Employment

Present/Most Recent Employer	Length of Service	Position Held (Including duties & responsibilities)	Reason for leaving
Business Name:  Line Manager:  Nature of Business:  Address:  Tel/Email:			

Current Salary:

Period of notice required:

## Section 7 - Employment History

Please give details of your previous work history in the table provided below beginning with the most recent.

	<b>Length of Service</b>	<b>Position Held</b> (Including duties & responsibilities)	<b>Reason for leaving</b>
Business Name: Address:			
Business Name: Address:			
Business Name: Address:			
Business Name: Address:			

## Section 8 - Health Declaration

What absences from work through sickness have you had in the last 2 years?

**Total days absent:**  **Number of occasions:**

**Reasons for absence:**

If you have any medical condition or disability which will need to be taken into consideration during the recruitment process please provide details below:

## Section 9 - References

Please provide the names of two referees, one of which should be from your current employer, the other from a previous employer. If you have never been in employment please provide character referees (i.e. people in positions of authority, for example school teachers, Police Officers, your doctor or your dentist), indicating in what capacity they are known to you (not relatives).

<b>Present or most recent employer</b>	Full address:
Name:	
Company name:	
Position held:	Postcode:
Telephone:	Email:

<b>Other Referee</b>	Full address:
Name:	
Company name:	
Position held:	Postcode:
Telephone:	Email:

May your references be taken up prior to interview?

Yes  No

## Section 10 - Declaration

### Recruitment Policy

It is the company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex, marital status, sexual orientation, age or disability.

- You are required to sign the declaration below certifying that all the information you have provided is accurate.
- English Rose Hotels or their advisors may wish to check any of the details you have provided.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where a discovery is made after an appointment, in summary dismissal.

### Declaration

I authorise the company to obtain references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving and receiving information.

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Print Name:

Signature:

Date:

**PLEASE NOTE, WE ARE UNABLE TO PROCESS YOUR APPLICATION UNLESS ALL SECTIONS OF THIS FORM HAVE BEEN COMPLETED.**

### When completed please return this form to:

Human Resources Manager  
English Rose Hotels  
London Inn Yard  
Newborough  
Scarborough  
North Yorkshire  
YO11 1PU

### FOR OFFICE USE ONLY:

Interviewed by:

Date: