



Whittlebury Hall

APPLICATION FOR EMPLOYMENT

Through Genuine Hospitality, Investing in The Team and Dedication we will Become and Remain the Leading Training, Events and Spa venue.

WHITTLEBURY HALL PRINCIPLES

We will work together to get it 'Right First time' across the whole business. If it goes wrong - we will put it right quickly and without fuss or blame. We will stand by our service promise at all times which is: 'To offer genuine hospitality with old-fashioned standards in a stylish, contemporary setting.' We will Support Each Other and Solve Problems Together - Nothing is Impossible with the Right Attitude. We will Contribute to the Best of Our Ability and Give Praise to Others. We Expect to be very Good at What We Do - but We'll Always Work to Improve - In Order To Secure a Prosperous Future.

WHITTLEBURY HALL VALUES

Naturally Hospitable and Welcoming. Personal but not Intrusive Service. A Hard Working Team. Committed to Continual Training and Development of our Colleagues and Ourselves. A Real Sense of Humour. If One Fails - We All Fail. Profitable for Long Term Success. Management will Lead by Example. We will All Take Responsibility for Success.

The information you provide on this form will help us to determine your suitability for employment at Whittlebury Hall. Please complete in BLOCK CAPITALS and respond fully. All information will be treated in strictest confidence.

Position Applied for:.....Full/Part Time.....Temporary/Permanent

Date available to start.....How did you hear about this position?.....

PERSONAL DETAILS

Surname.....First Name.....

Mr/Mrs/Miss/Ms.....Address.....

Tel No (Home).....

Mobile.....Post code

Email address..... Nationality.....

National Insurance No..... Are you legally entitled to work in the UK?.....

Do you hold a current Work Permit?Duration of work permit.....

Do you hold a current driving licence? YES/NO..... Do you own your own vehicle? YES/NO.....

Do you have any endorsements? YES/NO..... If yes, how many penalty points?.....

Have you ever been convicted of a Criminal Offence? YES/NO If yes, please give details other than spent conviction.....

EDUCATION AND QUALIFICATIONS

School or College Attended	From	To	Qualifications

Please list any other qualifications or certificates gained which you feel are suitable for the position (e.g. First Aid, Life Guard, Training Courses etc)

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Are you fluent in any other languages? If so please state which.....

What level of spoken English do you have – EXCELLENT/INTERMEDIARY/BEGINNER

EMPLOYMENT HISTORY (Please start with your last/present job first)

Dates to/from	Employers Name & Address	Position	Salary	Reason for Leaving

In your current/most recent employment, please describe the type of organisation in which you worked

Please describe your main responsibilities

What do you know about Whittlebury Hall?

What qualities and skills will you bring to Whittlebury Hall

Please list any hobbies or interests you enjoy

REFERENCES

Please give details of two referees, one of which must be your current/most recent line manager (please indicate if you prefer us not to contact your current employer)

Name.....Name.....

Position..... Position.....

Company..... Company.....

Address..... Address.....

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Tel No..... Tel No

Whittlebury Hall may take up references at any time. An Offer of Employment will be conditional upon receipt of satisfactory references. Please inform us if you do not wish us to contact your specified referees until an Offer of Employment is made.

EQUAL OPPORTUNITIES MONITORING

Whittlebury Hall strives to operate a policy of equal opportunity and not discriminate against any person because of sex, age, marital status, race, colour, ethnic origin, nationality or disability. To help us monitor this, will you please provide the information requested. The information you provide will be used for monitoring purposes only. All applicants will be treated equally with regard to recruitment, promotion, training and development, pay and other employment policies and conditions. All information is confidential.

I would describe my ethnic origin as:

African origin	<input type="checkbox"/>	EU origin incl UK	<input type="checkbox"/>	Other European origin	<input type="checkbox"/>
Caribbean origin	<input type="checkbox"/>	Asian origin	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

DECLARATION:

I declare that to the best of my knowledge all the answers I have provided are accurate and complete and I have not knowingly withheld any information. I understand that any false information, misleading statements or significant omissions may lead to the termination of my employment.

APPLICANT'S SIGNATURE.....DATE.....