Whittlebury Hall

APPLICATION FOR EMPLOYMENT

Through Genuine Hospitality, Investing in the Team and Dedication we will Continue to be a leading Conference, Training and Events, Leisure and Spa venue!

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.....

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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	Nature of Business	Job Title	Salary	Reason for leaving

If you are currently employed, what is your contractual notice period and/or availability to start (including any pre-booked holiday, etc.)
Please describe your main responsibilities and achievements
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	☐	EU origin incl UK	☐	Other European origin	☐
Caribbean origin	☐	Asian origin	☐	Other (please specify)	☐

DECLARATION:

I declare that, to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to satisfactory references and a probationary period.

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