

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Personal Details

First Name (s) _____ Surname _____ Mr/Mrs/Miss/Ms/Mz

Address _____

_____ Postcode _____

Email Address _____ Mobile Number _____

National Insurance Number _____ Age (if under 18) _____

Do you have a current driving licence? YES ☐ NO ☐

Have you any current endorsements? YES ☐ NO ☐

Employment Details

Position Applied _____ Available Start Date _____

Have you previously worked for us? YES ☐ NO ☐ If yes, please give details:-

Position _____ From _____ To _____

Best time to contact you is _____

How did you hear about this role _____

Do you have any friends/relatives working here? _____ Are you currently employed? _____

Please indicate whether you require full or part time work _____ Expected hours _____

Under the immigration, Asylum & Nationality Act 2006, you are required to provide evidence of your right to work in the UK. If called for an interview, please bring with your proof of the above. These will be checked to ensure the company complies with current legislation. This policy applies to all prospective employees.

Acceptable documents:

P60
P45
Photocard driving licence
UK Residence Permit

Birth Certificate issued in UK or RoI
Certificate of registration as British Citizen
Passport UK or RoI

General Information (to assist your application)

(Please use back page if needed)

Recruitment Policy

It is the Company's policy to employ the qualified personnel for the position and provide equal opportunity for the advancement of all employees including promotion and training and not to discriminate against any person.

Centurion Hotel is committed to being an equal opportunity employer.

Criminal Convictions

Have you ever been convicted of any criminal offences, which are not yet spent under the Rehabilitation of Offenders Act 1974? YES ☐ NO ☐

If yes, please give details _____

Are there any cases pending against you? YES ☐ NO ☐

If yes, please give details _____

References

Employment is subject to satisfactory references being received. Please give details of two business references. If you have not been employed please give names of two referees (who are not friends/relatives) who would be able to provide a personal reference for you e.g. Tutors/other professional person

Name & Job Title	Company Address & Email (for contact)

I authorise the Company to obtain references to support this application and release the Company and referee from any liability by giving and receiving information.

Declaration

I declare that the information contained in this form is true and complete. I understand that if it is subsequently discovered that any statement is false or deliberately misleading, in any way, I may be liable to have my application disqualified or be dismissed from employment by the Company. I also consent to the Company processing any relevant personal data in respect of my employment with the Company, in line with requirements of the Data Protection Act 1998.

Signature _____ Print Name _____ Date _____

Education

School/College/University	Dates	Subjects/Results

Current/Most Recent Employment

Name & Address (employer)	Job Title	From	To	Reason for Leaving

Previous Employment (please complete in date order)

Name & Address (employer)	Job Title	From	To	Reason for Leaving