



Ullesthorpe Court Hotel & Golf Club

Application for employment

All information submitted on this form will be treated as strictly confidential.

Position applied for:

Your Details

Surname:	Forename(s):
Maiden Name (if applicable):	Title (Mr/Mrs/Miss/Other):
Present Address:	
Postcode:	
E-Mail Address:	
Home Tel No:	Mobile Tel No:
Date of Birth:	Place of Birth:
Marital Status:	Number & Ages of Children:
Nationality:	Languages Spoken:

Emergency Contact Details

Next of Kin:	Relationship To You:
Address: (if different to your address)	
Contact Tel No:	Mobile Tel No:

Transport

Do you have your own transport?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you hold a current driving licence?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, do you have any endorsements?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Education History

Academic Qualifications (i.e. GCE, CSE, GCSE, 'A' LEVEL, etc.)

Subject	Level	Grade	Date Taken

Training

Courses attended (i.e. Food Hygiene, First Aid etc.)

Subject	Level	Grade	Date Taken

Employment History

Please start with your current or most recent employer and work backwards (you may attach your CV for this section):

Employers Name & Address	Position Held	From	To	Reason for leaving & final salary

Additional Information & Experience

Please provide a brief outline of any voluntary work or activities which may make you suitable for this position:

Have you been recommended by a current employee?

YES NO (If so who):

Have you ever worked for the company before?

YES NO (If so reason for leaving):

Do any relatives or family work for the company?

YES NO (If so who):

For non UK residents

Are you authorised to work in the European Union?

YES NO

If yes, please indicate which documents you will provide to demonstrate this (e.g. passport / national identity card):

Rehabilitation of Offenders Act 1974

Have you ever been charged with, or summoned, or convicted of, or cautioned for any offence or had an Order made against you by any Court or Court Martial, or any Commanding Officer of the Armed or Merchant Services or been convicted for any Armed Service Disciplinary Offence?

YES NO

If yes, give details:

Medical

Are you suffering from any serious medical condition or have any disability. This information is required in order for us to maintain a duty of care and will not be used in any consideration of an offer of employment being made.

YES NO

If yes, give details:

References

Please provide names of two separate people or organisations that we may approach for business references. One referee should be your present employer; however we will not contact them until an offer of employment has been made. If you have been unemployed, please provide character referees which should not include members of your family.

Name:	Name:
Company:	Company:
Position:	Position:
Address:	Address:
Telephone No:	Telephone No:

Declaration

I sign below to confirm that the information given on this form is correct and may be used as the basis of employment. I understand that any offer is subject to receipt of satisfactory references. I understand that no offer of employment made to me will be binding unless confirmed in writing. For the purposes of the Data Protection Act 1998, I give my consent for BEST WESTERN PLUS Ullesthorpe Court to hold and process my personal data for purposes related to the recruitment and employment of myself.

Signature:	Date:
------------	-------

For Manager use

Interview conducted by:	Date of interview:	Department:
Interview Notes:	Start Date / Time:	
Trial shift: date/time	Starting Salary:	
References Applied For:	Offer Made - Date: Offer Accepted:	

For office use

Actin time enrolment:	Basic:	Complete/Missing N.I:	Complete:
Offer letter / Induction Paperwork Sent:	Biometrics Induction completed:		
Staff Handbook E-mailed:	Sage Enrolled:		
Other Info:	Sage Number:		