

Employment Application Form

Please complete all sections relevant to your application. Information will be used only for recruitment and related employment checks. If you need this form in another format or require an adjustment to take part in the recruitment process, please contact us.

Vacancy Details	
Position applied for	
Preferred working arrangement	☐ Full time ☐ Part time ☐ Casual ☐ Temporary
Date available to start	
Hours and shifts available	

Personal and Contact Details	
Full name	
Preferred name	
Address and postcode	
Telephone number	
Email address	

Right to Work in the United Kingdom	
If you are offered employment, you must provide acceptable evidence of your right to work in the United Kingdom before starting work. The same check is carried out for every successful applicant, regardless of nationality.	
☐ Yes ☐ No	If offered the position, will you be able to provide evidence of your right to work in the United Kingdom?

Age Requirement Where Applicable

Where the advertised position includes the sale or service of alcoholic beverages, the successful applicant must be aged 18 or over because the post holder may be required to operate the bar independently, without another authorised person continuously present to approve each sale.

☐ **Yes** ☐ **No** ☐ **Not applicable** Will you be aged 18 or over on the proposed start date?

Select Not applicable only if the advertised position does not include the sale or service of alcoholic beverages.

Education and Qualifications

List qualifications, training or licences relevant to the position. You may be asked to provide evidence if they are required for the role.

Dates	School College or Provider	Course or Subject	Qualification or Result

Employment History

Start with your current or most recent employment. Include voluntary work or other experience where relevant. Briefly explain any material gaps in the space provided; you do not need to identify a benefit office.

Dates	Employer and Address	Position	Main Duties	Reason for Leaving

Employment History Continued

Dates	Employer and Address	Position	Main Duties	Reason for Leaving

Explanation of material gaps in employment or education

Supporting Statement

Explain how your experience, knowledge and skills meet the requirements of the position. You may continue on a separate sheet if necessary.

References

Please provide two referees. One should normally be your current or most recent employer. If you have not previously worked, you may provide a teacher, tutor or another suitable professional referee. Referees must not be relatives. We will normally seek references only after a conditional offer unless you give permission below.

Referee 1

Name	
Job title and organisation	
Relationship to you	
Email and telephone	
Address	

Referee 2

Name	
Job title and organisation	
Relationship to you	
Email and telephone	
Address	

☐ Yes ☐ No May we contact your referees before a conditional offer is made?

Criminal Records

For most hotel positions, you only need to disclose convictions or cautions that are not spent under the Rehabilitation of Offenders Act 1974. A disclosure will not automatically prevent employment; any relevant information will be considered fairly and in relation to the position.

☐ Yes ☐ No Do you have any unspent convictions or cautions?

If yes, please provide details on a separate confidential sheet. Do not include spent convictions or cautions. If a position is legally eligible for a Standard or Enhanced DBS check, we will explain the separate disclosure requirements to you.

Adjustments for the Recruitment Process

We welcome applications from disabled people. Please tell us if you require any reasonable adjustments to take part in the recruitment process. You do not need to provide details of your disability, health condition or general medical history at this stage.

☐ **Yes** ☐ **No** Do you require any reasonable adjustment for an interview, assessment or other part of the recruitment process?

If yes, please describe the adjustment or contact us privately:

Recruitment Privacy Information

Kris Hospitality Co. Limited, trading as Heath Court Hotel, will use the personal information in this form to administer your application, assess your suitability, communicate with you, obtain references where authorised and complete lawful pre-employment checks. We process information where necessary to take steps at your request before entering into an employment contract, to meet legal obligations and for our legitimate interests in recruiting suitable staff. Where special category or criminal-offence information is processed, an additional lawful condition will also be identified.

Only people who need the information for recruitment or authorised checks will have access to it. Information may be shared with referees and relevant service providers where necessary. Applications from unsuccessful candidates will normally be securely deleted six months after the recruitment decision, unless a longer period is required for a legal reason or you separately agree that we may retain it for future vacancies. If you become an employee, relevant information will be transferred to your personnel record and retained in accordance with the hotel's employee data-retention arrangements.

You have rights under UK data protection law, including rights of access and correction and, in some circumstances, erasure, restriction and objection. Further information is available in the Recruitment Privacy Notice. Questions or requests may be sent to recruitment@heathcourthotel.com. You may also complain to the Information Commissioner's Office.

Applicant Declaration

I confirm that the information I have provided is true and complete to the best of my knowledge. I understand that deliberately false or materially misleading information may result in withdrawal of an offer or, where legally justified, disciplinary action or dismissal after employment begins. I understand that any offer may be conditional on satisfactory references, evidence of qualifications where relevant, and proof of my right to work in the United Kingdom.

Applicant name	
Signature	
Date	

Recruitment Use Only	
Interviewers	
Interview date and time	
Outcome	☐ Offer ☐ Reserve ☐ Unsuccessful ☐ Withdrawn
Position offered	
Rate of pay	
Proposed start date	
References	☐ Requested ☐ Received ☐ Satisfactory
Right-to-work check	☐ Required before start Date completed MM / YYYY
Qualifications checked	☐ Not applicable ☐ Completed
Conditional offer issued	Date
Notes	

This page must be stored securely and accessed only by authorised staff involved in recruitment.