

Application for employment

All information will be treated as strictly confidential and no approach will be made to any person without your permission. Please print clearly.

Date of application:

| | | | |
|------------------------------|--------------|---------|---------------------|
| Position applied for: | | | |
| Management | Reception | Kitchen | Conference & Events |
| Waiter/Waitress | Housekeeping | Porter | |

| | | |
|-------------------------|------------------------|----------|
| Personal details | | |
| Title: | Forenames (s): | Surname: |
| Home address: | Date of Birth: | |
| Home Number: | Postcode: | |
| Mobile Number: | National Insurance No: | |

| Education and Training School, college, etc (most recent first) | Dates | Qualifications |
|---|-------|----------------|
| | | |
| | | |
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| | | |

| Previous employment | | | |
|---|---------------------|--|--------------------|
| Name & address of employer | Job title or duties | Salary | Reason for leaving |
| | | | |
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| | | | |
| | | | |
| | | | |
| Have you ever been dismissed from employment? Yes No | | Do you have a criminal record? Yes No | |

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|---|
| Previous relevant experience |
| Skills & Personal Attributes |

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Driving licence, etc.

| | | |
|------------------------------------|--------|--------------------------------------|
| Current driving licence? | Yes/No | If yes, type of licence |
| Any current endorsement? | Yes/No | If yes, give details including dates |
| Any motoring prosecutions pending? | Yes/No | If yes, give details |

List any absences from work during your last 12 months (other than holidays) with reasons.

References

Character reference

Work reference

Post code

Post code

Telephone

Telephone

Other employment

If you obtained this position, would you continue in any other employment? Yes/No

If Yes, give details.

How would your employment benefit the Alma Lodge Hotel?

Is your ability to perform this job limited in any way?

How much notice would be required by your present employer?

Declaration

The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Signed:

Date: