

# Holdsworth House Hotel and Restaurant

## Application for Employment

PLEASE COMPLETE EACH SECTION IN CAPITALS

We are equal opportunity employers - please let us know what we can do to make the application and interview process as accessible as possible

The information which you give on this form will be treated as Strictly Confidential  
Any suppression of information or mis-statement may mean the cancellation of any offer of employment or dismissal from employment if it has commenced

### GENERAL INFORMATION

|                                     |                |                          |
|-------------------------------------|----------------|--------------------------|
| What position are you applying for? | Full time      | Date available to start? |
|                                     | Part Time      |                          |
| How did you hear of this vacancy?   | Wage expected? |                          |

### PERSONAL DETAILS

|  |  |  |              |
|--|--|--|--------------|
| SURNAME: (Mr./Mrs./Miss/Ms)  |  | FIRST NAMES  |              |
| Address  |  | Maiden Name (if applicable)  |              |
|  |  | Telephone  | HOME<br>WORK |
| Birth Date   |  | Age  |              |
| Birth Place  |  | Nat. Ins No: Documentary evidence of you national Insurance number must be received prior to Commencement of your employment |              |
| Nationality  |  | Marital Status:  |              |
| Are you a member or any professional organisation or association?                    |  | Do you have any Holiday Commitments?   |              |
| Outside interests or responsibilities that you consider relevant to your application |  |  |              |
| Do you hold a current driving license?<br>Do you own a car?                          |  | Have you ever been convicted of a criminal offence?  |              |
| Have you any relatives employed in this company? If so please state                  |  | Next of Kin  |              |
| Name   |  | Name   |              |
| Relationship   |  | Relationship   |              |
| Department   |  | Address & Tel No.  |              |
| Please indicate whether you have worked for this hotel previously                    |  | Person to be contacted in an emergency( if different from above)   |              |
| Date   |  | Name   |              |
| Location   |  | Address & Tel No.  |              |
| Position   |  |  |              |

Please detail below any further skills, qualities and abilities that you feel support your application (e.g. Keyboard skills, languages etc. as well as non-work related achievements)

**HEALTH DETAILS**

Doctors Name & Address

Have you, within the past three years, had any illness or accident causing you to be off work for two weeks or more YES/NO

If YES, please give details.

Have you, within the past three years, attended an out-patients clinic or had a course of treatment (Tablets, injections, physiotherapy) lasting a month or more? YES/NO

Are you now receiving any such treatments? YES/NO

If YES, please give details

Do you smoke? YES/NO

|  |        |
|--|--------|
| Are you suffering from, or have you suffered from                      |        |
| fits, epilepsy or blackouts?   | YES/NO |
| diabetes?  | YES/NO |
| depressive illness or nervous trouble (including eating disorders)?    | YES/NO |
| such diseases as typhoid, cholera, hepatitis,B173 recurring diarrhoea? | YES/NO |
| skin rash or dermatitis?   | YES/NO |
| allergy (to any drugs or to handling any substance)?                   | YES/NO |
| earache or ear infection?  | YES/NO |
| backache or sciatica?  | YES/NO |

Have you ever been refused employment or dismissed on medical grounds? YES/NO  
If YES please explain

As far as you know, are you suffering from or have you ever suffered from, any disease or disability that might affect you ability to perform the job for which you are applying? YES/NO  
If YES, please give details.

A disability or health problem does not preclude full consideration for employment and applications from suitably qualified disabled people are welcomed

**EDUCATION**

| Further Education and Training and Schooling |    |                                  |   |                     |                |
|--|----|----------------------------------|---|---------------------|----------------|
| Dates  |    | University<br>College, Institute | Type of Training<br>(Day Release, Full time<br>Evening) | Subjects<br>Studied | Qualifications |
| From   | To |                                  |   |                     |                |
|  |    |                                  |   |                     |                |
|  |    |                                  |   |                     |                |
|  |    |                                  |   |                     |                |
|  |    |                                  |   |                     |                |
|  |    |                                  |   |                     |                |
|  |    |                                  |   |                     |                |
|  |    |                                  |   |                     |                |

**EMPLOYMENT** (show last/present employment first, including any period of unemployment or attach CV ensuring information asked for below is covered.)

| Dates |    | Name & Address<br>Present & Previous<br>Employers | Title of Job/main duties<br>numbers directly<br>controlled | Reasons for leaving | Salary<br>Benefits |
|-------|----|---|--|---------------------|--------------------|
| From  | To |   |  |                     |                    |
|       |    |   |  |                     |                    |
|       |    |   |  |                     |                    |
|       |    |   |  |                     |                    |
|       |    |   |  |                     |                    |
|       |    |   |  |                     |                    |
|       |    |   |  |                     |                    |
|       |    |   |  |                     |                    |

**REFERENCES** we will always apply for work related references(your current employer will not be contacted without your permission) in the event of difficulties we may also accept personal references.

| Name and address of three referees (other than relatives) |                       |            |
|---|-----------------------|------------|
| Name  | Address and Telephone | Occupation |
|   |                       |            |
|   |                       |            |
|   |                       |            |

**NATIONALS**

|  |   |
|--|---|
| Date of entry into U.K.?   | How long are you intending to stay in UK? |
| Do you have a work permit?<br>If Yes , what type and number? <span style="float: right;">YES/NO</span> |   |

**DECLARATION**

|   |                        |
|---|------------------------|
| I understand the completion of this form does not guarantee employment. I certify that all the information given on this form is true and accept that any mis-statement or suppression of material may mean the cancellation of any appointment which is also made subject to the receipt of satisfactory references. |                        |
| DATE  | SIGNATURE OF APPLICANT |

**FOR HOTEL USE ONLY**

|                   |
|-------------------|
| Reference Details |
|                   |
|                   |
|                   |

**INTERVIEW NOTES**

|  |
|--|
|  |
|--|