

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

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

Previous relevant experience
Skills & Personal Attributes

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 I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.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