



WENTBRIDGE
— HOUSE —

Application for Employment

Thank you for applying for a position with The Wentbridge House Hotel.
Please complete all sections of this form and continue on a separate sheet as necessary.

Wentbridge House collects data when you apply for a job with us and we respect your right to privacy when you give us that data. Any information that you give to us is held securely. We have put in place procedures to ensure that the information we collect is managed safely. It will not be used in ways to which you have not consented. We will only keep the information you provide us with for a reasonable time, as detailed in our GDPR processing activity log.

Position applied for:	
Type of employment:	Full time Part time Casual

Personal Details	
Name:	
Current address and postcode:	
Email:	Mobile:
Date of birth: (if applying for a job in Restaurant and Bars or Kitchen)	
Do you hold a full and current UK driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any driving offences?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give further details	
How did you learn of this vacancy?	
Are you legally entitled to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>(Successful applicants will be asked to provide proof of this prior to commencement of employment)</i>	
Have you ever been dismissed or asked to resign by any of your employers? Yes No	

Personal Profile
Use this opportunity to explain the skills and personal qualities you possess to enable you to work successfully for us in the hospitality industry. Please outline any hobbies and interests.



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Have you ever delivered / received great service? What happened?

Employment Details
Please detail all periods of employment, self-employment, agency employment and unemployment in the last 10 years starting with the most recent. *Please continue on a separate sheet if necessary.*

Name and Address of Employer	From	To	Salary on Leaving	Job title, description of duties and responsibilities and reason for leaving
Name and Address of Employer	From	To	Salary on Leaving	Job title, description of duties and responsibilities and reason for leaving
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Secondary Schools Attended	From	To	Courses Taken	Grade Achieved
College/University	From	To	Courses Taken	Grade Achieved

Do you have any other training, qualifications, skills or personal qualities relevant to the post?

Days and Hours You Can Work
Please outline the days and hours of the week you would like to work. Please indicate the earliest starting and latest finishing times.

Additional Information

Do you have any unspent convictions? Yes No
(Declaration subject to Rehabilitation of Offenders Act 1974)

If yes, please give details:

Have you made a previous application to the Company? Yes No
If so, when was this and what was the outcome?



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Do you know, or are you related to, any other employees of the Company? If your answer is "yes", please provide the name or names of the employee(s) and either the capacity in which you know them or your relationship to them.

If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview (this enables us to comply with our obligations under the Equality Act 2010).

Do you smoke?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many days sick absence have you had in the last twelve months?	

References		
Please give references with your two most recent Employers or, if this is an application for your first job, your school teacher or higher or further education lecturer. The other should not be a relative or contemporary.		
Please note that we will only contact your referees if we decide to make you an offer of employment and we will inform you at that time that we are doing so.		
	(1)	(2)
Name:		
Position:		
Company Name and Address:		

How much notice must you give to your current employer?	
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Declaration	
I declare that, to the best of my knowledge, the information supplied in this form is accurate and true in all respects. I understand that my employment is subject to satisfactory references. I agree that Wentbridge House Hotel shall not be liable in any respect if my application is rejected or my employment terminated because of the falsity of answers or omissions made by me in this application form.	
Signed:	Date:

Thank you for taking the time to fill out the application form, we'll be back to you shortly.



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Optional

Equal Opportunities Questionnaire

Wentbridge House Hotel has adopted an equal opportunities policy to ensure no employee or job applicant shall receive less favourable treatment on the grounds of race, sex, age, marital status, disability, religion or political beliefs. The Company monitors this policy through compiling information about its employees and job applicants.

To enable the company to undertake this monitoring process, please complete all of this section. Completion of this section is, however, voluntary and you will not be penalised should you decline to do so.

This information is compiled for statistical purposes only. It does not form part of our selection process.

Ethnic origin:	White European Black African Black Caribbean Asian Oriental White other Black other Other
Other Please specify:	