

APPLICATION FOR EMPLOYMENT

Thank you for applying for a position with Wentbridge House.
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 retain your application information securely and only for as long as necessary for recruitment purposes, normally no longer than 6 months unless a longer period is required by law.

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

Personal Details			
Name:			
Current address and postcode:			
Email:		Mobile:	
Are you aged 18 or over? Yes No (required for roles involving alcohol service or late-night work)			
Do you hold a full and current UK driving licence?		Yes	No
Do you have any driving offences?		Yes	No
If yes, please give further details			
How did you learn of this vacancy?			
Are you legally entitled to work in the UK?		Yes	No
<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.

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
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Secondary Schools Attended	From	To	Courses Taken	Grade Achieved
College/University	From	To	Courses Taken	Grade Achieved

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

<p>Days and Hours You Are Not Able To Work Are there any restrictions on the hours or days you can work? Please also indicate your earliest starting and latest finishing times.</p>

Additional Information		
<p>Do you have any unspent convictions?</p> <p><i>(Declaration subject to Rehabilitation of Offenders Act 1974)</i></p> <p>If yes, please give details:</p>	Yes	No

<p>Have you made a previous application to the Company?</p> <p>If so, when was this and what was the outcome?</p>	Yes	No
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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. This question is asked for conflicts of interest purposes.

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

Do you smoke?	Yes	No
How many days absence have you had in the last twelve months? (For any reason)		

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

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.

White

- ☐ White British
- ☐ White Irish
- ☐ Any other White background

Mixed / Multiple Ethnic Groups

- ☐ White & Black Caribbean
- ☐ White & Black African
- ☐ White & Asian
- ☐ Any other Mixed background

Asian / Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Any other Asian background

Black / African / Caribbean / Black British

- ☐ African
- ☐ Caribbean
- ☐ Any other Black background

Other

- ☐ Arab
- ☐ Any other ethnic group
- ☐ If "Other", please specify: