

WORKING HOURS

Are you restricted to a maximum number of hours per week?	
Yes or No:	Number of Hours:

EDUCATION

School / College / University attended and/or still attending (from age 11)	From	To	Examinations (Subjects / Results)

General Information

Please outline any skills and experiences you have gained, both at work and through other activities, which are relevant to your application (if you need any more space, please use additional paper:

EMPLOYMENT HISTORY Current or most recent employer				
Name & Address of employer	Details of post held	Dates		Reason for leaving
		From	To	

PREVIOUS EMPLOYMENT Please complete in date order				
Name & Address of Employer	Details of post held	Dates		Reason for leaving
		From	To	

RECRUITMENT POLICY

It is the Company’s policy to employ the best qualified personnel for the position and provide equal opportunity for the advancement of all employees including promotion and training and not to discriminate against any person because of race, colour, ethnic origin, sex, sexual orientation, religion or belief, pregnancy, trans-gender status, marital or civil partnership status, age or disability.

L & F Jones Holdings Ltd is committed to being an equal opportunity employer.

How did you find out about this vacancy?

CRIMINAL CONVICTIONS

Have you been convicted of any criminal offences, which are not yet spent under the Rehabilitation of Offenders Act 1974? Yes { } No { }

If yes, please give details:

Are there any cases pending against you? Yes { } No { }

If yes, please give details:

REFERENCES

Employment is subject to satisfactory references being received. Please give details of two business references. If you have not been employed, please the give names of two referees (who are not friends / relatives) who would be able to provide a personal reference for you; e.g. Tutors / Head of Year or other professional person.

Name / Job Title	Company address and telephone number

I authorise the Company to obtain references to support this application and release the Company and referees from any liability caused by giving and receiving information.

DECLARATION

I declare that the information contained in this form is true and complete. I understand that if it is subsequently discovered that any statement is false or deliberately misleading in any way, I may be liable to have my application disqualified or be dismissed from employment by the Company. I also consent to the Company processing any relevant personal data in respect of my employment with the Company, in line with the requirements of the Data Protection Act 1998.

Date: Signature

L & F JONES HOLDINGS LTD
BEST WESTERN PLUS CENTURION HOTEL & HEALTH CLUB
Charlton Lane, Midsomer Norton Radstock BA3 4BD
01761 412214 club@centurionhotel.co.uk

CONFIDENTIAL APPLICATION FORM FOR EMPLOYMENT

PERSONAL DETAILS

First Name(s) Surname Mr/Mrs/Miss/Ms

Address:

..... Postcode:

National Insurance Number: Age (if under 18)

Home Telephone Number: Mobile number:

Email Address:

Do you have a current driving Licence? Yes: { } No: { }

Do you have any current endorsements? Yes: { } No: { }

If yes, please give details.....

EMPLOYMENT AT THE BEST WESTERN PLUS CENTURION HOTEL & HEALTH CLUB

Position applied for: Expected Rate of Pay:per hour.

Please indicate whether you require full or part time work. Full Time{ } Part Time{ } Seasonal{ }

Have you previously worked for us? Yes:{ } No:{ } if yes, please give details:

Position: Date From: To:

When are you available to start employment? Date:

If offered this position, will you continue to work in any other capacity? Yes:{ } No:{ }

If yes, please give details.....

Under the Immigration, Asylum & Nationality Act 2006, you are required to provide evidence of your right to work in the UK. If called for interview you will be advised of the documents you will need to provide which will then be checked to ensure the company complies with current legislation. This policy applies to all prospective employees.

Acceptable documents:

EEA Passport or Identity Card

P60

P45

Full Birth Certificate issued in UK or Republic of Ireland

Certificate of Registration as a British Citizen

UK Residence Permit