

PRIORY BAY
HOTEL

PRIORY DRIVE SEAVIEW ISLE OF WIGHT PO34 5BU TELEPHONE 01983 613146 FAX 01983 616539 ENQUIRIES@PRIORYBAY.CO.UK WWW.PRIORYBAY.CO.UK

CONFIDENTIAL

APPLICATION FORM

Please complete legibly in your own handwriting using black ink

POSITION APPLIED FOR:							
PERSONAL							
Surname				Forename(s)			
Title		Mr/Mrs/Miss/Ms/other		Name & Address of next of kin			
Address							
Email:				Where did you hear about the position?			
Daytime Tel				Daytime Tel			
Evening Tel				Relationship to You			
Date of Birth				Nationality			
National Insurance Number				Do you need a work permit to work in the UK?		YES / NO	
Do you hold a current driving licence?		YES / NO		* please give details including endorsements (eg car/HGV)			
Have you ever been convicted of an offence?		YES / NO		* give details			
EDUCATION							
Schools attended		Dates From/To		Qualifications attained (including grades)			
EMPLOYMENT HISTORY (current or most recent employer first) Please include temporary posts & work experience							
From / To		Name & Address of Employer		Job Title & Summary of Duties		Salary & Reason for Leaving	

the
Country House
Hotel by the sea



REFERENCES Please note here the names, addresses and telephone numbers of two persons from whom we may obtain both work experience and character references. References from your current employer will not be sought without your permission.

Name		Name	
Address		Address	
Tel No.		Tel No.	

LANGUAGE SKILLS Which languages other than English do you speak and/or write (tick if fluent)

	Speak	Write		Speak	Write
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ATTENDANCE & RELIABILITY Please give details of your lateness and absence over the last 12 months

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LEISURE Please give details of your leisure interests, sports, hobbies and other pastimes

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FURTHER INFORMATION Use this section to tell us about your main achievements to date, strengths and any other information relevant to your application. ***Include dates you would be available from and to, notice period from current position and any preferred shift patterns***

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(please continue on a separate sheet if necessary)

DECLARATION (please read carefully before signing and dating this application)

I confirm that the above information is complete and correct and that any untrue or misleading information will give the employer the right to reject my application, to withdraw any employment contract offered or, if employed, dismiss without notice.

I agree that the information provided in this application form may be processed by the employer in relation to my application for this post to assist in the decision making process. I further expressly agree that, should it be necessary to validate any information provided herein, the employer may release this information for verification purposes. If successful in my application, it is agreed that any information provided will be retained by the employer in a secure confidential file and the contents only used for necessary business purposes subject to my express consent for disclosure where necessary.

Signed		Date	
Where did you hear about the position?			