

APPLICATION FORM

Head Office, Thorpeness Hotel, 26 Lakeside Avenue, Thorpeness, Suffolk IP16 4NH – 01728 452176

Job Application Form

Position Title:

Please tell us how you heard about this vacancy:

1. Personal details

Last Name:

First Name & Middle
Names

Address:

Postcode:

Home Telephone No.

Mobile No.

E-mail address:

National Insurance No.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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2. Preferred hours

Please tick as appropriate

Full time

Part time

Please can you let us know when you are available to work by ticking the boxes below?

Please tick when you are available

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Employment History

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

Current or most recent employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started: Leaving Date:

Reason for Leaving:

Salary on leaving this post: Contact Name of HR Manager for reference:

Brief description of duties:

Previous employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started: Leaving Date:

Reason for leaving:

Salary on leaving this post:

	Contact Name of HR Manager for reference	
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Brief description of duties:

Previous employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started:

Leaving Date:

Reason for Leaving

Salary on leaving this post:

	Contact Name of HR Manager for reference	
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Brief description of duties:

4. Information in support of your application

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification. Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities.

Continue on a separate sheet if necessary

5. Education/Qualifications

School (11+)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

Training & Professional Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

Current Membership of any Professional Body/Organisation

Please give details:

6. Convictions/ Disqualifications

A CRB check may be completed for some positions. If a check is returned and reveals any information, this will be discussed with the applicant. The offer of employment could then be withdrawn.

REHABILITATION OF OFFENDERS ACT 1974

Do you have any convictions that are unspent under the rehabilitation of offender's act 1974? **Yes** **No**

If yes, please give details / dates of offence(s) and sentence:

We are committed to the achievement of Equal Opportunity throughout our business

7. Reasonable Adjustments/Arrangements for Interview

Are there any reasonable adjustments that could be made to help overcome any physical or medical condition, which would help you meet this job role?

You may be asked to complete a detailed medical questionnaire if you are offered a role.

Are you subject to any conditions relating to your employment in this country? **YES/NO**

If "yes" please use the space below to tell us what these are?

If appointed when could you start? Give period of notice if applicable

References

Please give details of TWO references:

Please state whether we can contact prior to interview YES NO (please circle as appropriate)

Name of Referee
and relationship
to you:

Address:

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Please state whether we can contact prior to interview YES NO (please circle as appropriate)

Name of Referee
and relationship
to you:

Address:

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Declaration

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that TA Hotel Collection Limited can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

<input type="text"/>
<input type="text"/>

Date:

Print Name:

