



BEST WESTERN  
The Royal Beach Hotel

PLEASE  
AFFIX  
PHOTO

# APPLICATION FOR EMPLOYMENT

## PERSONAL INFORMATION

LAST NAME (Mr. Mrs. Miss. Ms) ..... FIRST NAME .....

ADDRESS (present) .....

TELEPHONE NO. (Home) ..... MOBILE .....

BIRTH DATE ..... BIRTH PLACE ..... NATIONALITY .....

ETHNIC ORIGIN White  Black African  Black Caribbean  Black Other  Asian  Oriental   
*Please tick appropriate box*

Other  Please specify .....

NATIONAL INSURANCE NO.  DISABLED REGISTRATION NO. ....

Are you required by law to have a work permit? Yes  Number, capacity and expiry date .....

No  On what basis are you permitted to live and work in the UK? - state below

## EDUCATION & QUALIFICATIONS

Secondary and further education *[please continue on another sheet if necessary]*

Name, type and location of establishment	From	To	Certificates gained [subject and grades]
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Other qualifications [e.g. languages etc. please give full details and continue on another sheet if necessary]

## JOB INFORMATION

Position applied for ..... Full time  Part time

Salary range ..... When would you be able to start work? .....

Do you have holidays booked? If yes please give details .....

## EMPLOYMENT HISTORY

Starting with your most recent job, please give your employment record over the last 3 years. [Management applicants should cover their total working experience]. If you have been unemployed at any time, please give the address of the Employment Service Agency that you attended. [Your present employer will not be asked for a reference until you have given your permission]

FROM .....	TO .....
NAME & ADDRESS OF EMPLOYER .....	
NAME & TELEPHONE NO. OF PERSON TO CONTACT FOR A REFERENCE .....	
YOUR POSITION & DUTIES .....	
YOUR FINAL SALARY	REASON FOR LEAVING

FROM .....	TO .....
NAME & ADDRESS OF EMPLOYER .....	
NAME & TELEPHONE NO. OF PERSON TO CONTACT FOR A REFERENCE .....	
YOUR POSITION & DUTIES .....	
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YOUR POSITION & DUTIES .....	
YOUR FINAL SALARY	REASON FOR LEAVING

Please continue on another sheet if necessary

## GENERAL INFORMATION

How did you learn of this vacancy? .....

Have you been convicted of a criminal offence (excluding motoring)?      Yes       No

If yes, please give brief details .....

Do you hold a valid driving licence?      Yes       No

## MEDICAL INFORMATION

Are you receiving treatment for any medical conditions?      Yes       No

If yes, what is the condition? .....

And what is the treatment? .....

Have you suffered from an illness which has or may have a lasting effect on your health or physical condition      Yes       No

Have you been ill for at least 2 days on more than 6 occasions during the last 12 months?      Yes       No

Have you been ill for more than 20 continuous days during the last 12 months?      Yes       No

If yes, how long were you ill? .....

And what was the illness? .....

Have you ever had a nervous breakdown?      Yes       No

Have you ever suffered or suffering from any of the following? (please circle condition/s)      Yes       No

Allergy • Epilepsy • Typhoid • Diabetes • Recurring Diarrhoea • Skin Disease • Ear Infection

If you have ringed "allergy", please state its nature .....

Are you deaf to any degree?      Yes       No

Do you smoke?      Yes       No

How would you describe your present state of health? .....

## EMERGENCY CONTACT INFORMATION

Name ..... Relationship .....

Address .....

### Telephone numbers

Home ..... Work ..... Mobile .....

I confirm I will be able to produce the following documentation prior to employment commencing (tick all appropriate)

P45  P60  National Insurance Card  (British) Birth Certificate

Old Payslip  I.D. Card  (British) Passport  Certificate of British Citizenship

Letter from Inland Revenue / Benefits Agency which includes my name and National Insurance No.

Letter issued by Home Office / DFEE confirming permission to take this employment

### OTHER INFORMATION

Please include your hobbies, personal interest and any other information you feel will be useful – use an additional page if necessary

I declare that to the best of my knowledge, the information I have given on this form is complete and correct.

I understand that an offer of employment is subject to my application details proving correct, my references proving satisfactory to the Company and my health declaration proving acceptable. I am willing to undergo a medical examination by the Company doctor nominated by the Company for that purpose.

Furthermore, I understand the Company's duty under the Asylum and Immigration Act 1996 to ensure that all employees have leave to enter, remain and take up employment in the UK and accept that an offer of employment is also subject to my providing the necessary evidence in this connection.

SIGNED ..... DATE .....

### OFFICE USE ONLY

Interviewer ..... DATE .....

Overall impression .....

Employed Yes  No  Position offered .....

Start date ..... Remuneration £ .....

**UNIFORM**  
Trousers [waist size] ..... Skirt [size] .....  
Shirt [collar size] ..... Blouse [size] .....  
Waistcoat [chest size] ..... Waistcoat [size] .....