
Lindeth Howe Country House Hotel Job Application Form

CONFIDENTIAL

APPLICATION FORM

Please complete clearly in black ink or typescript. Do not substitute a CV for this application form.

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| PART 1 ABOUT THE POST |
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Post applied for

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How did you hear about the vacancy?

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| PART 2 ABOUT YOU |
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Please use BLOCK CAPITALS

Surname & Forenames

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Title (*Dr/Mr/Mrs/Miss/Ms/other*)

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Home address (*including postcode*)

Correspondence address (*if different to home address*)

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Telephone number (*home*)

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Telephone number (*work*)

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Telephone number (*mobile*)

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Fax number

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E-mail address

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| PART 3 | ABOUT YOUR EDUCATION AND QUALIFICATIONS |
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| Dates | | Educational institution | Qualification with subjects and grades |
|-------|----|-------------------------|--|
| From | To | | |
| | | | |

Please give details of any relevant professional qualification; including membership of any relevant professional bodies and any relevant job-related training that you have undertaken.

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PART 4 ABOUT YOUR CURRENT EMPLOYMENT

Please give details of your present employment (or if unemployed, your last employment)

Name of employer

Address of employer *(including postcode)*

Fax No/E-mail address of employer

Job title

Pay (e.g. salary/wages, bonuses, etc)

Benefits (e.g. no. of holidays etc)

Date started employment

Date left employment (if applicable)

Reason for leaving (if applicable)

Position held, nature of work and your responsibilities

Please give details of your availability/
notice period, if offered the
appointment

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PART 5 ABOUT YOUR PAST EMPLOYMENT

Please give details of other jobs you have held, starting with the most recent. Give a brief explanation for any gaps. Continue on another sheet if necessary.

| Employer's name and type of business | Dates | | Job title | Reason for leaving |
|--------------------------------------|-------|----|-----------|--------------------|
| | From | To | | |
| | | | | |

Time unaccounted for

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PART 6 ABOUT YOUR SKILLS, KNOWLEDGE AND OTHER ATTRIBUTES

We shall use this important section to help determine whether you should be invited to the selection stage. You should show your suitability by:

- Matching every essential requirement set out in the job information/advertisement.
- For each essential requirement give a specific, recent example of an achievement/action which shows how far you possess that skill/knowledge/attribute.
- Be precise about what you did and what the outcome was.
- Use no more than 200 words for each heading. Additional words will be disregarded.

Continue on further sheets if necessary.

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PART 7 REFEREES

Please provide the name, address and occupation details of two people who have agreed to provide references. These must be people who know you well, are not relatives and one must be your current or most recent employer. If you have just completed full time education please use a representative of your educational establishment.

| | |
|-------------------------------------|--|
| Full name | |
| Occupation | |
| Address <i>(including postcode)</i> | |
| Fax number | |

| | |
|-------------------------------------|--|
| Full name | |
| Occupation | |
| Address <i>(including postcode)</i> | |
| Fax number | |

Referees will be contacted once you have accepted a provisional offer and not before. By returning this application form you are giving your permission for us to contact both referees at the stated time.

PART 8 ABOUT YOUR RIGHT TO WORK

Are you free to remain and take up employment in the UK? Yes No
(You will need to provide proof of this before commencing employment e.g. provision of evidence such as passport or valid work visa).

Are you subject to immigration controls? Yes No

If yes please give details

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Have you ever been convicted of a criminal offence, which is not spent as defined in the Rehabilitation of Offenders Act 1974.

Yes No

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| PART 9 DECLARATION |
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I declare that this application form has been completed by me and all the information I have given is true to the best of my knowledge and belief. I understand that if I have given any information I know is false or if I withhold any relevant information it may lead to my application being rejected or, if I have been appointed, to my dismissal.

Signature

Date