



**DOWN HALL**  
-COUNTRY HOUSE HOTEL-

PLEASE ATTACH A  
RECENT PHOTO  
HERE

(OPTIONAL)

## APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

PLEASE USE BLOCK CAPITALS THROUGHOUT

APPLICANT'S NAME	MR / MRS / MISS / MS	FIRST NAME(S)	FAMILY / SURNAME
POSITION APPLIED FOR	SOURCE OF APPLICATION	SALARY EXPECTATIONS	
FULL TIME <input type="checkbox"/>	PART TIME <input type="checkbox"/>	PLEASE STATE DAYS / HOURS AVAILABLE...	

### PERSONAL DETAILS

ADDRESS	HOME TELEPHONE
	MOBILE
	WORK TELEPHONE
	E-MAIL ADDRESS
DATE OF BIRTH	PLACE OF BIRTH
NATIONALITY	NATIONAL INSURANCE NUMBER
ARE YOU AN EEC CITIZEN?    YES <input type="checkbox"/> NO <input type="checkbox"/> (IF NO, PLEASE GIVE DETAILS OF WORK PERMIT)	
IF OFFERED A POSITION WITH DOWN HALL COUNTRY HOUSE HOTEL, YOU WILL BE REQUIRED TO SUBMIT YOUR PASSPORT FOR PHOTOCOPYING AND WILL BE ASKED TO COMPLETE A MEDICAL QUESTIONNAIRE	

### EDUCATION AND TRAINING

FROM	TO	SCHOOL/COLLEGE/UNIVERSITY/ PROFESSIONAL VOCATIONAL TRAINING	COURSE	RESULTS

OTHER COURSES ATTENDED

ADDITIONAL PROFESSIONAL / OFFICE / ADMINISTRATION SKILLS

### FOREIGN LANGUAGES

LANGUAGE	SPEAK			READ			WRITE		
	BASIC <input type="checkbox"/>	FAIR <input type="checkbox"/>	FLUENT <input type="checkbox"/>	BASIC <input type="checkbox"/>	FAIR <input type="checkbox"/>	FLUENT <input type="checkbox"/>	BASIC <input type="checkbox"/>	FAIR <input type="checkbox"/>	FLUENT <input type="checkbox"/>
	BASIC <input type="checkbox"/>	FAIR <input type="checkbox"/>	FLUENT <input type="checkbox"/>	BASIC <input type="checkbox"/>	FAIR <input type="checkbox"/>	FLUENT <input type="checkbox"/>	BASIC <input type="checkbox"/>	FAIR <input type="checkbox"/>	FLUENT <input type="checkbox"/>
	BASIC <input type="checkbox"/>	FAIR <input type="checkbox"/>	FLUENT <input type="checkbox"/>	BASIC <input type="checkbox"/>	FAIR <input type="checkbox"/>	FLUENT <input type="checkbox"/>	BASIC <input type="checkbox"/>	FAIR <input type="checkbox"/>	FLUENT <input type="checkbox"/>

ARE YOU A FIRST AIDER?      YES       NO       (IF YES, PLEASE GIVE EXP DATE & REG NO)

DO YOU HOLD A CERTIFICATE FOR FOOD HYGIENE?      YES       NO

IF YES, AT WHAT LEVEL?      BASIC       INTERMEDIATE       ADVANCED

DO YOU HAVE A CLEAN FULL DRIVING LICENCE?      YES       NO

### REFERENCES

PLEASE PROVIDE DETAILS OF AT LEAST THREE PEOPLE (NOT RELATIVES) WHO MAY BE APPROACHED FOR A REFERENCE

NAME & ADDRESS	TELEPHONE NUMBER	POSITION HELD

**EMPLOYMENT RECORD**

FROM	TO	ADDRESS & TELEPHONE NUMBER OF PREVIOUS EMPLOYERS	POSITION HELD & SALARY	REASON FOR LEAVING

**OTHER INFORMATION**

PLEASE GIVE ANY FURTHER INFORMATION YOU FEEL WILL SUPPORT YOUR APPLICATION (Include your reasons for wanting to work at Down Hall Country House Hotel; main responsibilities in your last job; leisure interests and activities)

### ADDITIONAL INFORMATION

HAVE YOU EVER BEEN FOUND GUILTY OF ANY CRIMINAL OR MILITARY OFFENCE?  
(IF YES, PLEASE GIVE DETAILS)

YES  NO

HAVE YOU PREVIOUSLY WORKED WITH US?

YES  NO

IN CASE OF EMERGENCY, WHOM DO WE NOTIFY?

NAME

TELEPHONE NUMBER

### DATA PROTECTION

BY PROVIDING THE INFORMATION CONTAINED WITHIN THIS APPLICATION FORM, YOU ARE CONSENTING TO ITS USE FOR THE PURPOSE OF PROCESSING YOUR APPLICATION, ASSESSING YOUR PERFORMANCE IN THE FUTURE (SHOULD YOUR APPLICATION BE SUCCESSFUL) AND MONITORING THE EFFICIENCY OF OUR RECRUITMENT AND OTHER EMPLOYMENT PROCEDURES.

### APPLICANTS AGREEMENT

I CERTIFY THAT THE INFORMATION GIVEN BY ME ON THIS FORM IS CORRECT AND THAT IF I HAVE GIVEN FALSE INFORMATION OR DELIBERATELY OMITTED ANY RELEVANT FACTS, THIS COULD LEAD TO MY DISMISSAL

I AGREE THAT YOU MAY APPROACH ANY OF MY PREVIOUS EMPLOYERS FOR A REFERENCE, AND I UNDERSTAND THAT YOU WILL NOT APPROACH MY PRESENT EMPLOYER UNTIL AN OFFER OF EMPLOYMENT IS MADE

I ALSO ACCEPT THAT MY APPOINTMENT WILL BE SUBJECT TO SATISFACTORY REFERENCES AND MAY BE SUBJECT TO A MEDICAL EXAMINATION.

SIGNATURE OF APPLICANT:

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DATE:

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WE WELCOME APPLICANTS FROM ALL PARTS OF THE COMMUNITY REGARDLESS OF SEX, AGE, MARITAL STATUS, RACE, ETHNIC ORIGIN OR DISABILITY.

