



Application Form

PLEASE WRITE CLEARLY & IN BLOCK CAPITALS

If you have any special requirement at interview, please let us know.

Once you have completed this application, please return it, along with your CV should you have one, to: Human Resources, The Moat House Hotel, Lower Penkridge Road, Acton Trussell, Staffordshire ST17 0RJ Tel 01785 710700



We are committed to providing the highest standards of service to customers at each of our locations. Our company culture motivates and develops our staff so that our customers benefit too. We recruit talented people who enjoy the challenge of a service environment, know how to work effectively with others and who can be flexible to meet the needs of our business and that of our associates.

Name (Mr/Miss/Mrs/Ms).....
 Address.....

 Post code.....
 E-mail.....
 Telephone number.....
 Mobile number.....
 National Insurance number.....

Position applied for.....
 Which premises are you available to work from?
 The Moat House, Acton Trussell The Swan Hotel, Stafford

Minimum salary requirement per hour £.....Annual salary £.....

What kind of position are you seeking?
 Permanent Temporary Either
 Full time Part time Maximum no. hours..... Either

For each day of the week, please write the times that you could work. Please include the earliest start time and the latest finish time. We operate a 24 hour cover at the hotels, 7 days a week.

Any day Any time

Monday	From.....	To.....
Tuesday	From.....	To.....
Wednesday	From.....	To.....
Thursday	From.....	To.....
Friday	From.....	To.....
Saturday	From.....	To.....
Sunday	From.....	To.....

Will this be your only job?
 Yes / No

If no, please state the number of hours you'd work in other employment.....

Education/Training

Please complete in full and continue on additional notes page if necessary.

School/College/University	Dates attended	Qualifications <i>(including subject & grades)</i>

Professional qualifications/membership and date obtained	By award or examination?

Please tell us about other skills that may be relevant to the job for which you have applied, such as languages, spoken/written. Please indicate level of competence.

Health

Please list any diseases, disorders, allergies, muscular or musculoskeletal injuries from which you have suffered or do suffer.....
.....

Please detail any form of medicine, drugs, or treatment you are currently and/or regularly receiving.
.....
.....

Please state the number of days you've been absent from your employer(s) in the past year and the reason for your absence.....
.....
.....

Employment history

Please complete, starting with your current or most recent employer, using additional sheet if necessary.

Date from - to	Name, address & tel no of employer	Job title/ main duties	Start/finish salary	Reason for leaving

Notice required in current post.....

Employment gaps

Please explain any breaks in your employment

From (month/year)	To (month/year)	Reason

Entitlement to work

Are you legally entitled to reside and work in the UK? Yes / No

In line with the Asylum and Immigration Act 1996 we have to ask for proof of your right to work in the UK. If you are invited to interview please bring with you the original of one of the following:

- Evidence of NI number (e.g. P45, P60, old pay slip)
- Passport, work permit, certificate of registration
- Naturalization to British citizenship
- If you are an overseas student please bring all original documentation which states that you have permission to live/work in the UK

Have you any criminal convictions **not** regarded as spent under the Rehabilitation of Offenders Act 1974? Yes / No

If yes, please give details.....

Are you facing any criminal prosecutions? Yes / No

References

Employment is subject to satisfactory references which will be treated with the strictest confidence. Please provide full details of two people (of no relation to you) we can contact for a reference. One should be you current/most recent employer. If you've not been employed before, a reference should be obtained from your school, college or university.

1)

Full name (Mr/Mrs/Miss/Ms).....

Job title.....

Company name.....

Full address.....

.....

.....

Post code.....

2)

Full name (Mr/Mrs/Miss/Ms).....

Job title.....

Company name.....

Full address.....

.....

.....

Post code.....

Additional information

Please answer the following questions; there are no right or wrong answers.

Why do you feel suited to the position applied for?

Why would you like to join our business?

What key words/phrases best describe the standards you like to set yourself and expect from others while at work?

What are the key aspects of excellent customer service?

When have you worked as part of a team? Give examples of good team work.

Please feel free to use this space to outline other achievements that would support your application.

Data protection - I agree that, subject to my successful application, the information provided here will be retained in my personnel file during my employment and for up to six years thereafter. I understand that information will be processed in accordance with the Data Protection Act.

Declaration - I declare that the statements made by me within this application are accurate to my knowledge. I understand that false statements may be considered cause for dismissal. I also accept that any offer of employment made to me is subject to The Lewis Partnership's receipt of satisfactory references.

Signed:.....**Dated:**.....

