

EMPLOYMENT APPLICATION FORM

Please complete this application form in black ink and return it to: HR at Washingborough Hall Hotel, Church Hill, Washingborough, Lincoln, LN4 1EH.

Post applied for:

Personal information					
Surname:					
Forenames:					
Title (Mr, Mrs, Miss, Ms, etc	2.):				
Previous names (if any):					
Current address:					
Daytime telephone number:					
Email:					
Do you have the right to take up employment in the UK? If no, please provide further details.		YES/NO			
Dates you are not available	for interview:				
Education and qualification From GCSE or equivalent to	ons o degree level in chronologica	al order			
Establishment		Qualifications gained			
Postgraduate education or s	study or any other profession	al qualifications			
Establishment		Qualifications gained			
Employment history Please give details of your I also be mentioned.	ast three jobs, beginning with	n your present or most recent	. Any relevant posts held before then may		
From	То	Name and address of employer	Job title, description of duties and responsibilities, reason for leaving and salary on leaving		



Other information
If required, for the post, do you hold a full driving licence? If yes, do you have any current endorsements and what are they for?
Do you have any other training, qualifications, skills or personal qualities relevant to the post?
Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.
Have you made a previous application to the Company? If so, when was this and what was the outcome?
Please use this space to say why you are interested in the post for which you have applied, why you believe you are the best person for the job and provide any other information that may assist your application. Please continue on a sperate sheet if necessary.
How many weeks'/ months' notice do you contractually have to give to your current employer OR What is the earliest date you could start?
If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview (this enables us to comply with our obligations under the Equality Act 2010).
Do you smoke?
Do you know, or are you related to, any other employees of the Company? If your answer is "yes", please provide the name or names of the employee(s) and either the capacity in which you know them or your relationship to them.
What are your salary / pay expectations?



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Please give details of two referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. The other should not be a relative or contemporary.

Please note that we will only contact your referees if we decide to make you an offer of employment and we will inform you at that time that we are doing so.

First referee	Second referee

[Rehabilitation of Offenders Act 1974

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. So that we can perform or exercise our obligations or rights under employment law, you are therefore required to disclose all and any cautions or convictions, whether spent or unspent, unless it is either a "protected caution" or a "protected conviction" under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided about criminal cautions, convictions and offences will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Do you have any unspent conditional cautions or unspent convictions under the Rehabilitation of Offenders Act 1974? If you have no such cautions or convictions, please specify "No". If you do have any such cautions or convictions, please provide details.

Do you have any spent adult cautions (simple or conditional) or spent convictions that are not protected cautions or convictions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975? If you have no such cautions or convictions, please specify "No". If you do have any such cautions or convictions, please provide details.

Please note that protected cautions and convictions do not need to be disclosed. Guidance about whether a conviction or caution should be disclosed can be found on GOV.UK – search "telling people about your criminal record".]

We will process the personal data that you have supplied on this application form in accordance with the terms of the privacy notice for job applicants which is available upon request. The Company will only process your personal data where it has a lawful basis for such processing.

Declaration

I declare that the information I have given on this application form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

Signed:	 	
Date:	 	