

# Employment Application Form

## Strictly Confidential

### Personal Details

Title	Mr/Mrs/Miss/Ms	Surname	First Name(s)
Address			
Telephone Number:	Home	Work	Mobile
Email Address:	NI Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

### Vacancy

Position applying for	Preferred location
Where did you learn of this vacancy?	Expected salary
If previously employed by Interstate Hotels & Resorts UK please give details	

### General

Are you able to provide proof of your legal entitlement to work in the UK?  Yes  No

Have you been convicted of a criminal offence which is not legally spent?  Yes  No

If yes please give details \_\_\_\_\_

Do you hold a current UK driving licence?  Yes  No

### Equal Opportunities

To ensure the effectiveness of our equal opportunities policy, we monitor all applications for employment. Please complete the section below, which will be treated as confidential and used for statistical and access purposes only.

Ethnic origin (please tick)

Bangladeshi  Black, African  Black, Caribbean  Black, other (please specify) \_\_\_\_\_  Chinese

Indian  Pakistani  White  Mixed (please specify) \_\_\_\_\_  Other (please specify) \_\_\_\_\_

Do you require any particular arrangements for an interview? (Please give details) \_\_\_\_\_

### Secondary and Further Education

School/College/University	Subjects taken	Qualifications & grades	How long did it take to complete?	Was this full or part-time?



## Other Training, Qualifications and Achievements

Including membership of professional bodies

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## Employment History

Please give details of your present and past employers, beginning with the current/most recent including dates of unemployment.

*(Please continue on a separate piece of paper if required)*

Dates from/to    Name and address of employer    Salary & benefits    Position & main duties    Reason for leaving

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## References

A reference from your present employer is required unless this appointment will be your first job. Details of a personal and/or academic referee will be required instead. Do not give names of your relatives. Your present employer will not be asked for a reference unless you are offered and accepted a post.

<u>Contact name</u>	<u>Contact name</u>
<u>Company</u>	<u>Company</u>
<u>Address</u>	<u>Address</u>
<u> </u>	<u> </u>
<u>Telephone Number</u>	<u>Telephone Number</u>

## Declaration

I declare that all the information I have given on this form is to the best of my knowledge complete and correct. I hereby consent to that information being verified by you if offered a post by taking references with my present and previous employers, my nominated referees, professional bodies of which I am a member or associate and specialist reference agencies, including criminal records and financial history. I understand that any offer of employment is subject to my application details proving correct, satisfactory references being received and production of proof that I have entitlement to work in the UK. **Interstate Hotels & Resorts UK** also reserves the right to require a medical examination and I confirm that I am willing to undergo such an examination at their request.

By signing and returning this application form, I consent to **Interstate Hotels & Resorts UK** using and keeping information relating to me, provided by me or by third parties, such as referees, relating to my application form or future employment. **Interstate Hotels & Resorts UK** hold and use personal information in line with the principles of the Data Protection Act 1998. Such information may include details relating to my ethnic origin and criminal record.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to:



**INTERSTATE EUROPE**  
HOTELS & RESORTS