



APPLICATION FOR EMPLOYMENT

The information on this form will be treated sensitively and confidentially
Please complete this form in BLACK ink.

Application No: _____

ROLE

Position Applying For: _____

ABOUT YOU

Mr/Mrs/Miss/Ms: _____

I am over 18 years of age **YES / NO**

Surname: _____

First Name: _____

Home Address: _____

Postal Address [if Different to Home Address]

Post Code: _____

Post Code: _____

Telephone No: _____

Telephone No: _____

Mobile No: _____

National Insurance No: _____

NEXT OF KIN

Name: _____

Relationship: _____

Address: _____

Telephone No: _____

AVAILABILITY

Preferred Start Date: _____

If you have another job please give details below:

Company: _____ Days Worked: _____ Hours: _____

Please write the times you can work each day and the latest you can finish:

	SUN	MON	TUES	WED	THURS	FRI	SAT
AM							
PM							

Full Time [over 30 hours]

Part Time [30 hours or less]

YOUR EDUCATION

Please indicate your current or most recent areas of study or school work:

Name & Address of School/College	Subjects	Qualification/Grades

YOUR EMPLOYMENT HISTORY

Please show the last 3 periods of employment beginning with your current or last position. Please account for any intervals of non-employment and include temporary jobs and full time services with HM forces.

Name & Address of Employer	Position Held & Key Responsibilities	Reason for Leaving

Period of Notice

Period of notice required for your current employer: _____

Have you worked for Classic Lodges Before? Yes No

If YES:

Where? _____

DO any of your family members or friends work for Classic Lodges: Yes No

Friend: Family: Where did they work: _____

Names: _____

Driving

Do you hold a current driving licence: Yes No

Working in the United Kingdom

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

In line with the Asylum and Immigration Act 1996 please attach proof of your right to work in the UK. For example:

Evidence of NI No ✓ Passport, work permits, Certificate of Registration ✓ Naturalisation as a British Citizen ✓

Convictions

Have you?

1. Been convicted of a criminal offence? Yes No

2. Any Prosecutions pending? Yes No

If yes to either of the questions please give details:

References

Please provide the names of two referees. One should be from your present employer/head teacher/tutor. If you are unable to provide two employee/education references, please provide a character referee indicating the relationship they are to you. Failure to provide 2 referees will result in your application being turned down.

Reference 1:

Name: _____

Address: _____

Telephone No: _____

Employer: _____

Relationship: _____

Reference 2:

Name: _____

Address: _____

Telephone No: _____

Employer: _____

Relationship: _____

Please tick if referees are contactable prior to interview.

Reference 1 Reference 2:

THANK YOU FOR COMPLETING THIS FORM

We wish you well with your application. Before signing please read through carefully what you have written, and check that you have completed all of the sections. Your signature will be taken as:

- Acknowledgement that all the information you have provided is complete, correct and not misleading.
- Your understanding that any offer of employment is subject to the receipt of satisfactory references and your permission for us to approach your referees and previous employers to obtain references.
- Your authorisation for us to contact relevant authorities should we need to check any other information concerning your application to join us.

Sign: _____

Date: _____

Please return to:

WHERE DID YOU HEAR ABOUT THE VACANCY?

Newspaper: Internet: Recruit a friend: Job Centre: Drop in: Other:

If other please state where: _____

ADDITIONAL INFORMATION

SEND TO:

Ramsey Park Hotel
Park Road
Ramsey, isle of Man, IM8 3AR

PLEASE NOTE: - Applications will remain on file for 12 months, successful applicants will be contacted.