

Application Form for Employment with

THE ROYAL or *Marriages*

Please complete legibly

Position applied for		
Surname	Forename(s)	Mr. Mrs. Miss.
Address		
Post Code	Telephone Number	
Date of Birth	National Insurance Number	
Current Driving Licence? Full / Provisional / None	Details of any Endorsements	

Schools	Qualifications Gained

Colleges/Universities	Qualifications Gained

Other Training

Employment History				
From – To	Name and Address of Employer	Job Title and Specific Duties	Start/Finish Salary	Reason for Leaving
Notice Required in Current Post:				

References	
Please give details of two persons from whom we may obtain both character and work experience references.	
Name: Address: Position: Telephone No:	Name: Address: Position: Telephone No:

Availability

Please complete this section to assist us in establishing your availability

Day	Tick days available	Earliest start possible	Latest finish	Dates of any holidays already booked
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				

Leisure

Please note here your leisure interests, sports, hobbies, other pastimes etc.

Criminal Record

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state.

General Comments

Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to the post.

Health Details

Are you registered disabled? YES / NO
If YES, please give your registration number:

Doctors Name and Address:

Please list any diseases, disorders or allergies 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 list all absences from work in the past 12 months and the reasons for such absences:

Declaration (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment term offered.
2. I hereby give my authority for the Royal Hotel or Mannings to contact my doctor for any further details regarding my state of health.
3. I agree that the Royal Hotel or Mannings reserves the right to require me to undergo a medical examination.

Signed:

Dated:

Print Name:

Equal Opportunity Policy

This organisation is an equal opportunity employer. The aim of our policy is to ensure no job applicant or employee receives less favourable treatment on the grounds of sex, handicap, marital status, creed, colour, race or ethnic origins, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees are given equal opportunity and encouraged to progress within the organisation.

The organisation is committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide this information below:-

I would describe my sex and ethnic origin as:- (please tick)

- Male Female

- White Black-Caribbean Black - African
- Black - Other (Please specify) _____
- Indian Pakistani Bangladeshi
- Chinese
- Other (Please specify) _____

SIGNED:

NAME (Printed):

DEPARTMENT:

JOB TITLE:

DATE: