

# YORK HOUSE HOTEL

## GENERAL APPLICATION FOR EMPLOYMENT

Please complete the form in your own handwriting using black ink and return it to the General Manager.

**Information provided will be treated as confidential and not disclosed to third parties.**

If you wish to enclose a Curriculum Vitae this is perfectly acceptable, but please ensure that you answer all our questions, referring to CV as appropriate.

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### JOB DETAILS

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Area of work applied for .....

Location .....

If not from the internet, how did you learn about the hotel? .....

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### PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

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First Name: ..... Surname:.....

Title: (e.g. Dr, Mr, Mrs, Miss, Ms).....

#### Permanent Address

#### Correspondence address (if different)

.....

.....

Postcode:..... Postcode:.....

Home Number:..... Mobile Number:.....

Work Number:..... May we call you at work? **YES/NO**

Contact Email Address:.....

**Nationality/Citizenship:**.....

**Do you need a work permit to take up employment in the UK?** **YES/NO**

**If so, do you have a work permit valid for 1 year or more?** **YES/NO**

**Would you require live-in accomodation?** **YES/NO**

Have you been convicted of any criminal offence other than a spent conviction I.e. treated as though it has never occurred under the Rehabilitation of Offenders Act 1974. Under the Rehabilitation of Offenders Act 1974 all applicants/employees are required to declare any conviction(s) or charge(s) still outstanding against them in respect of criminal offence and this information is treated as confidential. The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become 'spent' or forgotten after a 'rehabilitation period'. A rehabilitation period is a set length of time from the date of conviction. This means that if a certain period has passed since the date on which you were convicted the conviction becomes 'spent' and you are not normally obliged to declare the conviction when applying for a job.

YES/NO

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**CURRENT/LAST EMPLOYMENT HISTORY**

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**Current Employment (if applicable)**

Position Held:.....

Employers Name:..... Type of Business:.....

Address:.....

.....Postcode:.....

Date employment commenced:.....

To whom are you responsible?.....

Please give details of responsibilities:.....

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Current Salary:.....

How much notice are you required to give your present employer?.....

**REASON FOR LEAVING**

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**PREVIOUS EMPLOYEMENT HISTORY**

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Please list Employer's name and position held and nature of responsibilities – start with most recent

<b>Date</b>	<b>Employer</b>	<b>Position</b>
.....	.....	.....
.....	.....	.....
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**USEFUL CONTACTS**

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**Next of Kin**

Name:.....

Telephone:.....

Name:.....

Telephone:.....

**DECLARATION**

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I confirm that the information given in this application is correct to the best of my knowledge, and I understand that any deliberate mis-statement or non-disclosure renders me liable to disqualification or dismissal if employed.

**Signed**.....**Date**.....**INFORMATION PROVIDED WILL BE TREATED AS CONFIDENTIAL AN NOT DISCLOSED TO THIRRD PARTIES**