

Application Form



Title	Mr / Mrs / Ms / Miss / Dr / Other:										
First name(s)											
Surname											
Current address											
Post code											
Primary telephone											
UK National Insurance number (where held)	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>										

Career History

Starting with the present, please give details of your full career history. As well as employment, please include any periods of voluntary work, travel, career breaks and unemployment. If you have worked for the Last Drop Village Hotel & Spa before, we may ask the relevant department about your employment record.

Start date	End date	Employer	Job title and key responsibilities	Reason for leaving or notice period (where applicable)

Education at or above Degree Level and Training

Starting with the most recent, please give details of your education and any training which is relevant to your application. We may ask you to produce qualification certificates if we ask you to come to an interview.

Subject	Qualification level (if applicable)	Grade (if applicable)	Place of learning	Start date	End date

REFERENCES

Please provide details of two people (not relatives or friends) who will each provide an employer's reference. One of these referees must be your current or most recent employer. If you do not have a current or recent employer, please provide details of your lecturer/course tutor/unpaid work employer etc.

First reference

Name	
Position	
Address:	
Telephone number	
E-mail address	
May we contact this referee during the recruitment process and before any offer of employment has been made to you?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Second reference

Name	
Position	
Address	
Telephone number	
E-mail address:	
May we contact this referee during the recruitment process and before any offer of employment has been made to you?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Immigration status	<p>Are you a settled worker (i.e. do you have the permanent right to work in the UK – for example as a British or EEA citizen)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, do you already have temporary permission to work in the UK?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please specify your visa type and visa end date:</p> <p>You will be required to bring proof of your right to work in the UK should you be offered employment.</p>
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If you are applying for a position in the bar, under UK law you must be 18 years old or over please confirm that you are 18 or older Yes No

Have you ever been dismissed from a previous role? Yes No

If Yes, please give details:

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APPLICANT DECLARATION & DATA CONSENT

The information you have provided above will be used to process your application. It will not be passed to third parties or used for other purposes. If you are successful, we will keep your application form. If you are unsuccessful, we will destroy it twelve months after this vacancy closes. Security procedures are in place for protecting your data in accordance with the principles of the Data Protection Act 1998. Your details may be stored electronically in a password-protected system and/or as paper copies in secure storage. Please read the statements below and then sign and date to confirm your acceptance of them.

<ul style="list-style-type: none"> • I have read the above, and I understand and accept how the Last Drop Village Hotel & Spa will use and store my personal data. • I confirm that the information I have given in this application for employment form and any supporting documents is correct and complete. • I understand that failure to disclose any relevant information or the provision of false information may lead to dismissal / withdrawal of any offer of employment made to me. • I understand that the Last Drop Village Hotel & Spa may check all or any of the information provided as part of my application or given in references. • I understand that an appointment, if offered, will be subject to the receipt of references, and the outcome of any relevant pre-employment checks, which the Last Drop Village Hotel & Spa regards as satisfactory. <p>Signature _____ Date _____</p>
