

Job Application Form

Please complete this application accurately, giving us as many details as possible of your skills and experience relating to this job application. Short-listing will be based on the information gathered from the form, read in conjunction with the job description.

Please either type directly in this form using or print out and complete the form in block capitals.

Guidelines

Applicants will be treated in the same way whether they are external or internal candidates. Internal candidates should advise their manager that they have applied for another position.

Position applied for

Job title:

Department/Hotel:

Where did you see this post advertised?

1. Applicant's Details

Title	Surname	First name	
Nationality			
Home address			
Postcode:			
Telephone Numbers (please include full STD code)			
Home:			
Mobile (where possible):			
Email address:			
Do you hold a current driving licence?	Yes/No	Do you have your own transport?	Yes/No
Is there anything concerning your current state of health that is relevant to your application?	Yes*/No * If you answer Yes please supply details on a separate sheet of paper		
Are there any restrictions regarding your employment? e.g do you require a work permit?	Yes*/No *If you answer Yes please supply details on a separate sheet of paper		
How much notice do you need to give to your current employer?			

2. Employment history

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in Section 5: Experience /skills.

1. Current/most recent employer/organisation		
Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		
Leaving salary:		
2. Employer/organisation		
Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		
Leaving salary:		
3. Employer/organisation		
Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		
Leaving salary:		

4. Training

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to this post.

Training course	Date

5. Experience/Skills

This section is for you to give specific information in support of your application. Please set the information out in the box below and use additional A4 paper if required.

6. References

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends, relatives and colleagues are not accepted.

1. Name:
Position:
Organisation:
Address:
Tel:
2. Name:
Position:
Organisation:
Address:
Tel:

7. Criminal Convictions

Do you have any criminal convictions? Yes*/No *If Yes please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974.
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8. Declaration And Signature

The information supplied in this application form is accurate to the best of my knowledge.	
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Signed	Date

Thank you for completing the application form.

By signing and returning this application form you consent to New Forest Hotels Plc using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment.

This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview.

Please send your completed form back either by e-mail to pa@newforesthoteles.co.uk or by post to Jackie Henshall, New Forest Hotels Plc, The Lodge, Pikes Hill, Lyndhurst. SO43 7AS.