

Shropshire Leisure Group Application Form

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE

C.V.s on their own are not accepted. Please complete this form fully using black ink or typescript.

Where did you see
the post advertised?

Post Applied for:

SECTION 1 PERSONAL DETAILS

Last Name:

First Names:

Address:

Postcode:

E-mail address*:

Home Telephone N^o:

National Insurance N^o:

Daytime Telephone N^o:

Mobile Telephone N^o:

**Personnel use email to inform candidates of the shortlisting process. You are advised to check your spam filter in case Correspondence is there. If you don't provide an email address you will be contacted by post.*

Are you free to remain and take up employment in the UK with no current immigration restrictions**?

Yes ☐

No ☐

If NO please give details
of work permit/visa:

Have you previously been employed by/volunteered with or sought employment with the Quay Hotel and Spa?

Yes ☐

No ☐

If YES please give
details:

***If you are successful you will be required to provide relevant evidence of the above details.*

SECTION 2 PRESENT EMPLOYMENT

If now unemployed give details of most recent employer

Name of Employer:

Post Title:

Address:

Postcode:

Date of Appointment:

Department/section:

Salary:

Period of notice:

Reason for leaving:

Last day of service
(if no longer employed):

SECTION 2 PRESENT EMPLOYMENT *continued*

Brief Description of Duties:

Continue on a separate sheet if necessary

SECTION 3 PREVIOUS EMPLOYMENT

Previous employment (most recent employer first). Please cover the last 10 years and state nature of business.

Name and address of employer	Job Title	Date from	Date to	Reason for leaving	Annual salary or hourly rate

Continue on a separate sheet if necessary

SECTION 4 EDUCATION

Qualifications obtained from Schools, Colleges and Universities:

School	Course	Qualifications and grades obtained
College/University	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

SECTION 5 TRAINING AND DEVELOPMENT

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course

Continue on a separate sheet if necessary

SECTION 6 REFERENCES

Please provide the names and addresses of your TWO most recent employers to whom confidential enquiries may be made regarding your application. If you are at school, college or university or have recently left please give the name of your teacher or lecturer. Referees must not be members of your family or spouse/partner.

Reference 1	Reference 2
Name: <input type="text"/>	Name: <input type="text"/>
Position held (job title): <input type="text"/>	Position held (job title): <input type="text"/>
Work Relationship: <input type="text"/>	Work Relationship: <input type="text"/>
Organisation: <input type="text"/>	Organisation: <input type="text"/>
Address: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	Address: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
Telephone N ^o : <input type="text"/>	Telephone N ^o : <input type="text"/>
E-mail: <input type="text"/>	E-mail: <input type="text"/>

Are you willing for these referees to be approached prior to the interview?

Yes

☐

No

☐

SECTION 7 REHABILITATION OF OFFENDERS ACT (1974)

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974?

Yes

☐

No

☐

If yes, please give details:

SECTION 8 EQUAL OPPORTUNITES POLICY

The Lion Quays Hotel and Spa is an equal opportunities employer. This application form does not contain any questions relating to place of birth/nationality, marital status or children, or disability.

Questions on these matters will not normally be asked at interview, but if you are offered an appointment this will be on the understanding that there is nothing in your personal circumstances which might prevent you from taking up the appointment and carrying out the full duties of the post.

The Equal Opportunities Monitoring Form does not form part of your application. The information from it will be kept separately and used only to monitor the effectiveness of our equal opportunities policy.

SECTION 9 DATA PROTECTION – PROCESSING NOTICE

The collection, processing, maintenance and retention of any personal data which the Quay Hotel and Spa processes, is governed by legislation such as the UK Data Protection Act 1998 and by the Quay Hotel and Spa's own policies and procedures.

The Lion Quays Hotel and Spa will use any personal data you provide within this document solely for the purpose of assessing the eligibility of your application when applying for the vacancy.

The information given will be provided to the Lion Quays Hotel and Spa's employees acting as response handlers and recruitment managers. They may share the information with colleagues for the purpose of shortlisting and interviewing for the vacancy. The information may also be shared with external parties if required by law.

The information will be kept on file for a period of six months after the closing date of the vacancy to allow for any further processes, such as appeals, that may occur.

If you are successful in your application for employment with the Lion Quays Hotel and Spa, then the application form will be kept on your personnel file for the duration of your employment.

SECTION 10 DECLARATION

Please complete the following declaration and sign it in the appropriate place below

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge;
- all questions relating to me have been accurately and fully answered;
- I possess all the qualifications which I claim to hold;
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

I understand that the deliberate falsification of information or failure to disclose relevant information may lead to my application being rejected, any offer of employment being withdrawn or actual appointment being terminated

I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998 (please see Section 12).

Signed:

Date:

Print Name(s):

Submitting this completed application form electronically signifies your acceptance of ALL of the above declaration.

Due to the volume of applications, if we do not contact you within two weeks of receiving your application you have not been selected for interview. Thank you for your interest in the Lion Quays Hotel and Spa

RETURNING THIS FORM



By Post:

Human Resources
Lion Quays Hotel and Spa
Weston Rhyn
Oswestry
Shropshire SY11 3EN

By E-Mail:

info@lionquays.co.uk