

# BEST WESTERN The Dartmouth Hotel Golf and Spa

## APPLICATION FOR EMPLOYMENT

The company promotes equal opportunities and recognises the benefits of a diverse workforce. We are committed to treating all our employees with dignity and respect regardless of race, colour, ethnic origin, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please use **dark ink** or **type**

Position applied for
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### PERSONAL DETAILS (please print clearly)

Title	First Names	Surname
Address	Post Code	Email address:
Telephone (home)	Telephone (mobile)	

### EMPLOYMENT HISTORY

#### Present or Most Recent Employment

Name of Employer	
Address	Post Code
Job Title	
Telephone	Dates From / To
Notice required / date available to start	
Briefly describe your main duties and responsibilities	
Reason for leaving	

#### Previous Employment

Please start with the most recent including any paid or unpaid voluntary work (please continue on a separate sheet if necessary).

Job Title and brief outline of Duties	Name and Address of Employer	Dates		Reason for Leaving
		From	To	

Please give details and an explanation for any gaps in your employment history				

## **EDUCATION, TRAINING AND PERSONAL DEVELOPMENT**

Please list examinations and qualifications taken and grades achieved:

GCE 'O' Level / GCSE / CSE or equivalent	Grade
'AS' Level or equivalent	
'A' Level or equivalent	
Degree or equivalent	
Any other relevant learning and development, ie short courses, first aid, computer skills, voluntary work, work based NVQ, apprenticeships	
Professional Qualifications and Membership of Professional Organisations / Technical body	Grade of Membership

## **SUPPORTING STATEMENT**

Please use this page to provide examples of how your knowledge, skills and experience meet the requirements of the person specification, highlighting relevant experiences and competencies you have gained through paid employment and other work, activities and interests. Also provide any other information you feel is necessary to support your application including your reason for applying.

## ADDITIONAL INFORMATION

If you are selected for interview, are there any reasonable adjustments to the interview process that may be required to allow you to give of your best? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify
Are you eligible to work in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No  Would you require a work permit prior to taking up employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a criminal offence (declaration subject to the Rehabilitation of Offenders Act 1974)? <input type="checkbox"/> Yes <input type="checkbox"/> No

## REFERENCES

Please give details of two referees, **one of whom must be your present or most recent employer**. If you are in, or have just completed full time education, one referee should be from your place of study. Referees must not be related to you, or writing solely in the capacity of a friend.

Name	Name
Address	Address
Tel No	Tel No
Email	Email
Relationship to you	Relationship to you
How long have they known you?	How long have they known you?

I declare that the information given in this application is complete and accurate and understand that in accordance with the Data Protection Act 1998 this information will be processed solely for recruitment and selection purposes. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may lead to dismissal without notice.

Signature	Print Name	Date
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Thank you for your application. Please return the completed form to HR Manager the Best Western the Dartmouth Hotel Golf and Spa, Blackawton, Totnes, Devon TQ9 7DE or email to [mdassistant@thedartmouthhotel.co.uk](mailto:mdassistant@thedartmouthhotel.co.uk).

## EQUAL OPPORTUNITIES MONITORING FORM

This section of the application will be detached from your application and will be used solely for monitoring the implementation of our equal opportunities policy during the selection and recruitment process. It will not be used for any other purpose, and will not be looked at by those shortlisting or interviewing candidates. We would encourage you to complete it so that we can have a full picture of our recruitment and selection patterns.

First Name(s):

Surname:

**Gender:**     Female     Male

**Age**    Are you?

Under 21 years     21 to 29 years     30 to 39 years     40 to 49 years

50 to 59 years     60 to 65 years     Over 65 years

**Ethnic Group**            To which of these groups do you consider that you belong?

White:     British     Irish     Scottish     Welsh     Any other white background

Black:     African     Caribbean     Any other black background

Asian:     Pakistani     Chinese     Bangladeshi     Any other Asian background

Mixed:     Any mixed background

Other ethnic background

### Disability

Do you consider yourself to have a disability?     Yes /  No

I hereby give my consent for the information contained within this form to be processed for monitoring purposes.

Signature:

Date:

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### *For Internal Use Only*

*Job Title:*

*Shortlisted: Yes / No*

*Appointed: Yes / No*

*Start Date:*