



**Thank you for applying to Hope Street Hotel and The London Carriage Works for employment.
Please read this application form carefully and complete all sections.
We wish you every success in your application.**

PERSONAL INFORMATION

SURNAME: _____ **FIRST NAME(S):** _____
CURRENT ADDRESS: _____ **PERMANENT ADDRESS:** _____

DATE OF BIRTH ____/____/____ **NATIONALITY:** _____
Home No: _____ **Mobile No:** _____ **Email:** _____

POSITION(S) APPLIED FOR

Application for the position of: _____ FULL-TIME PART-TIME CASUAL HOURS
How did you hear about the vacancy? _____
Have you previously been interviewed or employed by this Company? YES NO
Details: _____
Notice required to terminate your present job? _____

ADDITIONAL INFORMATION

Leisure interests, hobbies, etc.: _____
Do you hold a current full driving license? YES NO
Do you need a work permit to work in this country? YES NO If yes, give details: _____
_____ Please note you will be required to produce evidence of such legal rights to work.
Have you ever been or are you facing a conviction for a criminal offence? YES NO If yes, give details:

Have you ever engaged in Community Service or is any pending? YES NO If yes, give details: _____

Please indicate number of days missing from work in the last 12 months: _____

EDUCATION AND TRAINING

Date From – To	School/College Attended	Qualifications Obtained

PREVIOUS EMPLOYMENT RECORD
List previous positions held, showing most recent first.
Please note that present employers will not be contacted without your prior agreement.

Date From – To	Company Name and Address of Employer	Telephone Number of Employer	Position Held / Duties	Gross Salary/Rate	Reason for Leaving

Please provide any other relevant information about yourself, your experience, and why you feel you would be suitable for this position:

REFERENCES: Please give names / tel.no of two referees, one being a previous employer if possible.

If you are still at or have just left school/College, please give name / tel.no of your head teacher.

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Times most suitable for you for interview: _____

Please indicate by ticking the boxes for the times that you are available for work:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MORNING							
AFTERNOON							
EVENING							
NIGHTS							

DECLARATION

I declare that the answers and particulars given by me are, to the best of my knowledge, true in every detail. I understand that any misrepresentation of facts, or omission thereof, may be cause for dismissal.

I understand that all offers of employment are subject to the receipt of satisfactory references and that in the event of my commencing employment prior to the receipt of references, the subsequent receipt of unsatisfactory references would render the contract of employment void.

Signed: _____ Date: _____

Please note that only applicants short-listed for interview will receive a reply.