

EMPLOYMENT APPLICATION FORM

STRICTLY CONFIDENTIAL

PERSONAL INFORMATION

Please complete all parts of the form in black/blue pen or electronically.

Post applied for:			
Surname:		Title (Mr, Mrs, Miss, Ms, Dr etc):	
Forenames:			
Address:		Telephone (home):	
		Telephone (work):	
		Mobile Phone:	
Postcode:		Email Address:	

Please tick the appropriate boxes on the following questions:

Do you require a work permit to take up employment in the UK? Yes No

If yes, please state details: _____

Have you applied for a position within The UK Holiday Group in the last 12 months? Yes No

If yes, please state details: _____

Have you ever been convicted of a criminal offence? (You do not need to disclose convictions deemed as 'spent' under the Rehabilitation of Offenders Act 1974) Yes No

If yes, please state details of offence(s), sentence(s) and date(s): _____

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances including the nature of the work and the background of your offence(s).

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Please provide the name and address of two referees. Where applicable one referee should be your existing employer and the other, a personal referee. If you are not able to provide an employment reference, you should provide details of other professional or academic references i.e schools and colleges.

Reference 1. Company name		Reference 2.	
Name of referee:		Name of referee:	
Relationship with referee:		Relationship with referee:	
Address:		Address:	
Postcode:		Postcode:	
Telephone:		Telephone:	

How soon would you be available to start work if offered the position? _____

Are there any special arrangements or adjustments which we should make to support you in the application process including interview arrangements? _____

How did you become aware of this job e.g. the newspaper you saw the advert displayed in? _____

If you are applying for a part time post please include details of the hours that you are available: _____

I confirm that, to the best of my knowledge, the information on this form is correct. I understand that the appointment, if offered, will be subject to the information on this form being correct.

I consent to The UK Holiday Group holding and using the information given for processing my application, subject to compliance with the Data Protection Act 1998.

Signature

Date

The data on your application will be stored, processed and monitored by authorised personnel of The UK Holiday Group in accordance with the Data Protection Act 1998. If your application is successful this application form will be retained on your personnel file.

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EDUCATIONAL, TECHNICAL AND PROFESSIONAL QUALIFICATIONS

Please list any qualifications you have gained at School, College or University with the most recent first. If you are offered employment you may be required to produce evidence of relevant qualifications.

Subject:	Qualification:	Grade:

EMPLOYMENT - CURRENT / PREVIOUS JOB

Name of employer: _____

Date from: _____ Date to: _____

Job title: _____ Salary package: £ _____

Main responsibilities: _____

Reasons for leaving / wishing to leave: _____

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EMPLOYMENT HISTORY

Please give details of all other jobs held including any unpaid work that may be relevant to your application, starting with the most recent.

Name of employer: _____

Date from: _____ Date to: _____

Job title: _____ Reason for leaving _____

Main responsibilities: _____

Name of employer: _____

Date from: _____ Date to: _____

Job title: _____ Reason for leaving _____

Main responsibilities: _____

Name of employer:	Job title and main responsibilities:	Date from and to:	Reason for leaving:



EQUAL OPPORTUNITIES MONITORING

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Equal Opportunities Policy Statement

The UK Holiday Group is committed to a policy of fair and equal treatment of all employees and job applicants, irrespective of their age, colour, disability, ethnic origin, gender, gender reassignment, marital status, nationality, race, religion or belief, sexual orientation or on the basis of part time working.

Whilst the completion of this form is voluntary we do appreciate it when applicants take the time to fill it out as the information it contains helps us to monitor and improve our equal opportunities policies and procedures. This monitoring form is held separately from the application form and is not a part of the short-listing process.

Post applied for:		Job reference number (if applicable):	
Surname:		Title (Mr, Mrs, Miss, Ms, Dr etc):	
Forenames:		Name Known as:	
Date of birth:		Nationality	

Gender (please tick) Male Female

Ethnic Group

I would describe my ethnic group as (please tick):

White (British)	<input type="checkbox"/>	Mixed (White and Black African)	<input type="checkbox"/>	Asian or Asian British (Pakistani)	<input type="checkbox"/>	Black or Black British (African)	<input type="checkbox"/>
White (British)	<input type="checkbox"/>	Mixed (White and Black Asian)	<input type="checkbox"/>	Asian or Asian British (Bangladesh)	<input type="checkbox"/>	Black or Black British (Other)	<input type="checkbox"/>
White (Other)	<input type="checkbox"/>	Mixed (Other)	<input type="checkbox"/>	Asian or Asian British (Other)	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Mixed (White and Black African)	<input type="checkbox"/>	Asian or Asian British (Indian)	<input type="checkbox"/>	Black or Black British (Caribbean)	<input type="checkbox"/>	Other Ethnic Group	<input type="checkbox"/>

Disability Discrimination Act

Do you consider yourself to have a disability? (Please tick as appropriate) Yes No

Signature Date

The sensitive personal data of this equal opportunities monitoring form will be stored, processed and monitored by authorised personnel of The UK Holiday Group in accordance with the Data Protection Act 1998.