



# Staff Application Form

Date: \_\_\_\_\_

## About the Job:

Application for the position of: \_\_\_\_\_

How did you hear about the job? Online / Referral / Walk-in / Other: \_\_\_\_\_

Earliest available start date: \_\_\_\_\_

Are you looking for Part time or Full time? \_\_\_\_\_

Are you able to work weekdays and/or weekends? \_\_\_\_\_

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## Personal Details:

Title (Mr/Ms/Mx etc.):	
First Name:	
Surname:	
Date of Birth:	
Nationality:	
Address:	
Post Code:	
Telephone Number:	
Mobile Number:	
Email:	
Emergency Contact Name:	
Relationship to You:	
Contact Number:	

### Language and Work Eligibility:

Spoken English Ability :	Fluent <input type="checkbox"/> Good <input type="checkbox"/> Basic <input type="checkbox"/> None <input type="checkbox"/>
Written English Ability:	Fluent <input type="checkbox"/> Good <input type="checkbox"/> Basic <input type="checkbox"/> None <input type="checkbox"/>
Are you eligible to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require a work permit or visa?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide detail:	

### Education:

School/College/University	Qualification	Dates Attended

Training / Certificates (if applicable):

### Reference:

Name:	
Job Title / Relationship to You:	
Company / Organisation:	
Phone Number:	
Email:	

**Employment Experience** - start with most recent employer and work backwards. N.B. up to four is sufficient but feel free to give more details if you wish:

Name & Address of Employer/Company	Title of Position Held	Position Held Dates	Main Duties / Reason for Leaving
Contact Detail:			Can we contact this employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact Detail:			Can we contact this employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact Detail:			Can we contact this employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact Detail:			Can we contact this employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact Detail:			Can we contact this employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>
If there are any gaps in your employment history, please give reasons/explanation:			

**Hobbies and Interests:**

## Other Information:

Have you ever been convicted of a Criminal Offence	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide more detail:		
Are there any restrictions on your right to work in this Country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide more detail:		
Do you or have you ever suffered from any illness which would prevent you from undertaking the duties of the position you have applied for?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide more detail:		

You will be asked for the following if you have been verbally offered a position at the Comfort Inn Arundel:

- Copy of Passport or Driving License
- Copy of worker registration card/visa (if not UK citizen)
- National Insurance Number (prev. payslip/P45/NI card)

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## Declaration

I accept that the information (including any sensitive personal data) contained in this application will be processed, and I consent to this processing for the purposes of promoting equal opportunities and the appointment of the successful applicant(s).

I confirm that the information given on this form is, to the best of my knowledge, true and complete. I understand that any false information may be sufficient cause for rejection or, if employed, dismissal.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return to: Arundel Hospitality Inn trading as Comfort Inn

## **Additional Information**

