



BY CHOICE HOTELS

Arundel Hospitality Inn Ltd T/a Comfort Inn

Staff Application Form

It is the policy of the company to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training not to discriminate against any person because of race, colour, national origin, sex, marital status or disability.

About the Job:

Position for which you are applying: _____

How did you find out about this vacancy? _____

If successful, when would you be able to start work with us? If currently employed, please take into account any notice periods you might be required to give your current employer:

About You:

Title: Mr. Mrs. Ms. Other: (Please specify) _____

Surname: _____

Forenames: _____

Date of Birth: _____

Address: (including post code)

Contact telephone numbers: (include area code)

Day: _____

Evening: _____

Mobile: _____

Next of kin to be contacted in the case of an emergency:

Name: _____

Relationship to you: _____

Telephone number: _____

Is English your first language: YES / NO

If English is not your first language are you currently attending any courses to learn or improve English? YES / NO

If yes, please state the name of the course and where you are attending it:

If you are from the UK please state your national insurance number: _____

If you are not from the UK do you require a work permit? YES / NO

If yes, do you currently have the permit to work with in the UK? YES / NO

If yes, please provide a copy of the permit with this form.

If no, are you currently applying for a work permit? YES / NO

Do you have any criminal convictions?

YES / NO

If yes, please give details of any convictions except those "spent" under the Rehabilitation of Offenders Act 1974.

About your health and physical fitness

Are you generally in good health?

YES / NO

Are you a smoker?

YES / NO

Approximately how many days off work you have had off work in the last year? Please give details if you feel it is necessary:

Are you Physically fit?

YES / NO

Do you have any disabilities or health issues that could affect your ability to do the job in question?

YES / NO

If yes, are you registered disabled?

YES / NO

If yes, please write your registration number:

For which type of disability are you registered?

Are there any adjustments you feel we could make to aid you doing the job in question and assist you in your application?

About your skills and employment experience

Please give details of your previous employment. Up to four is sufficient. But feel free to give more details if you wish:

Name of employer & company	Title of position held	Approx. length of time in role	Salary per hour	Reason for leaving

Education

Please give details of your schooling, further education and/or workplace courses attended:

School attended		Dates of examinations subjects and results	
Further education		Dates of qualifications/ certificates	
Workplace courses attended			

Availability

Are you looking for Part time or Full time? _____

Are you able to work weekdays and/or weekends? _____

Hobbies and interests

Please give details of any hobbies or interests that may aid your application this includes charity, community and voluntary work:

References

Please give the names addresses and telephone numbers of two employment referees. Our policy is not to contact referees until you have been verbally offered the position subject to references and evidence of documentation where relevant, of qualifications:

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

Copy of Passport (if no UK citizen)

Copy of worker registration card/visa (in no UK citizen)

Copy of evidence of NI number (prev. payslip/P45/NI card)

Declaration

I accept that the information (including any sensitive personal data) contained in this application will be processed and consent to this processing for the purposes of the promotion of 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. 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

