

OFFICE USE ONLY CANDIDATE REF:

CONFIDENTIAL EMPLOYMENT APPLICATION FORM

Please note that CV's will not be accepted.

APPLICATION FOR THE POST OF:	
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PERSONAL INFORMATION:
Surname:..... Forenames(s)..... Preferred title:..... Previous Surname:.....
Address:.....
Home telephone:..... Mobile:..... Email:.....
National Insurance number:.....

EDUCATION AND QUALIFICATIONS - GAINED AT SCHOOL	GRADE
SUBJECT AND LEVEL	

EDUCATION AND QUALIFICATIONS - GAINED AT HIGHER EDUCATION	GRADE
SUBJECT AND LEVEL	

ANY ADDITIONAL QUALIFICATIONS, TRAINING OR SHORT COURSES:
.....
.....

MEMBERSHIP OF PROFESSIONAL BODIES:
.....
.....

DRIVING LICENCE AND ENDORSEMENTS:

Do you possess a full driving licence ? YES NO
Do you have any licence endorsements ? YES NO

If YES, please specify:

DISCLOSURE OF CRIMINAL CONVICTIONS

If the normal duties of the post you are applying for entails regular contact with children under the age of 18, or vulnerable adults, you may be required to obtain a Disclosure Certificate from the Criminal Records Bureau. Any offer of employment made will be subject to receipt of a satisfactory disclosure.

Do you have any criminal convictions ? YES NO

If YES, please specify:

EQUAL OPPORTUNITIES MONITORING INFORMATION

The information you provide will be used solely for monitoring purposes to ensure our recruitment system does not discriminate against any section of society. We recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of gender, race, disability, sexual orientation, religion or belief or age. We therefore welcome applications from all sections of the community.

Gender: Male Female Age: 18 years or under 19 - 25 years 26 - 35 years
36 - 45 years 46 - 55 years over 55 years

ETHNIC ORIGIN:

Asian or Asian British - Bangladeshi Asian or Asian British - Indian
Asian or Asian British - Pakistani Asian or Asian British - any other Asian background
Black or Black British - African Black or Black British - Caribbean
Black or Black British - any other Black background Chinese
Mixed - White and Asian Mixed - White and Black African
Mixed - White and Black Caribbean Mixed - any other Mixed background
White - British White - Irish
White - any other background Any other ethnic origin

Do you suffer from a recognised disability as outlined in the Disability Discrimination Act? YES NO

If YES, please state what that disability is and specify any possible support Doxford Hall Hotel can provide:
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DECLARATION:

I declare that to the best of my knowledge, the information given on this application is correct. I understand that if after any offer of employment is entered into, it is discovered that the information is false or misleading I may have my application disqualified or be dismissed from Doxford Hall Hotel.

Signed:..... Date:.....

Please return your completed form to: HR Manager, Doxford Hall Hotel, Chathill, Alnwick, Northumberland, NE67 5DN.