

**KILWORTH HOUSE HOTEL AND THEATRE
APPLICATION FOR EMPLOYMENT**

Please write clearly and in block capitals

Please submit your completed application form via email to lucie.cleaver@kilworthhouse.co.uk

PERSONAL INFORMATION

Mr/Mrs/Miss/Ms..... Place of Birth

Surname N.I.Number

First Names Home Tel No

Address..... Mobile Tel No.....

..... E-mail Address

.....

.....

Ethnic Origin (optional):

White / Black African / Black Caribbean / Black Other / Asian / Oriental / Other

**Please ensure you complete the section relating to identity
at the end of this form.**

Next of Kin..... Relationship

FOR USE IN EMERGENCY ONLY

Address

..... Tel No

JOB INFORMATION:

Position applied for

Are you looking for Permanent Temporary Either

Full time Part time Either

When would you be available to start work?

Minimum salary requirement per hour £..... per annum £.....

EDUCATION AND QUALIFICATIONS

Name and Type of Location	From	To	Certificates Gained Please give subjects/grades

OTHER QUALIFICATIONS e.g. languages, skills, etc – please give full details

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How did you learn of this vacancy?

Do you hold a valid, clean driving licence? Yes / No

If no, detail driving offence(s), points and fines

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Have you been convicted of a criminal offence (excluding motoring offences) other than a spent conviction under the Rehabilitation of Offenders Act 1974? Yes/No

If yes, please give details.....

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MEDICAL HISTORY

(All information given will be treated in the strictest confidence)

Do you have a disability? Yes/No

If yes, please indicate the nature of your disability

Are there any special requirements / adjustments that we need to make to the recruitment procedures or employment arrangements/premises/ equipment to accommodate your disability? Yes /No

Are you receiving treatment for any medical condition? Yes/No

If yes – What is the condition?

If yes – What is the treatment?

Have you ever suffered from an illness which has or may have a lasting effect on your health or physical condition? Yes/No

If yes please give brief details.....

Please state the number of days you've been absent from your employer(s) in the past year and the reason for your absence

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Have you ever suffered, or do you suffer, from any of the following?

- | | | |
|---------------------|--------------------|-----------------|
| Heart Disease | Allergy | Epilepsy |
| Typhoid | Diabetes | Dysentery |
| Recurring Diarrhoea | Recurring sickness | Tuberculosis |
| Skin Disease | Ear infection | Back Problems |
| Eye Trouble | Asthma attacks | Nervous trouble |
| Hernia rupture | | |

(If yes, please circle the appropriate illness[es])

If you have any allergy, please state its nature

How would you describe your current state of health?

EMPLOYMENT HISTORY

From	To	Employer	Position Held	Reason for leaving	Salary

(Please continue on separate sheet if necessary)

Please state why you are applying for this post and the skills and experience you feel you can bring to the hotel.

THIS SECTION MUST BE COMPLETED BY ALL CANDIDATES

If selected for the job please produce the original of the following documents:

- P45 or other documentation stating your national insurance number
- Passport or full birth certificate

Do you need a work permit to work in the U.K? **Yes / No** If you do need a work permit/visa to work in the U.K. please also provide this on or before your first day of work.

Please state below if you have any special requirements at interview

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Declaration:

I understand that information from this form may be computerised for personnel / employee administration purposes in accordance with the Data Protection Act 1984.

I declare that the information I have given on this form is, to the best of my knowledge, complete and correct.

I also understand that an offer of employment is subject to my application details proving correct, my references proving satisfactory to Kilworth House, the production of an original document and a Work Permit as appropriate and my health declaration proving acceptable. I am willing to undergo a medical examination by the General Practitioner nominated by the Hotel for that purpose.

Signed Date