



**ST GEORGE'S HOTEL**  
NORTH WALES PREMIER 4 STAR HOTEL  
★★★★

# Employment Application Form



**HATHERLEY MANOR HOTEL**

What do you believe are the important qualities someone needs to give excellent customer service? Tell us why the qualities you have identified are important.....

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Describe a situation where you have been involved in providing a service? Tell us what you did, how you did it and the outcome.

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## Interests, Achievements, Leisure Activities

*e.g. hobbies, sports, club memberships*

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## Supplementary Information

Please set out below any further information to support your application e.g. past achievements, future aspirations, personal strengths. ....

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## Declaration

**If selected for interview, all applicants will be required to bring an original of either their Passport or National Insurance Card.**

The information I have supplied is true and accurate to the best of my knowledge. I understand that employment is subject to my application details proving correct, my references proving satisfactory to the Company.

I give my permission for the information I have supplied on this form to be processed and / or held on file in taking my application for the employment with St George's / Hatherley Manor.

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

**Print Name:** .....

Position applied for .....

*The following information will be treated in the strictest confidence.*

How did you hear of this vacancy?.....

.....

### Personal (please complete this section in BLOCK CAPITALS)

Surname..... First Name(s).....

Address.....

.....

Home tel no. .... Mobile tel no. .... Work tel no. ....

National Insurance no. .... Email address.....

Full driving licence YES NO Endorsements YES NO

If YES, please give dates.....

Are you involved in any activity which might limit your availability to work or your working hours? YES NO

If YES, please give full details.....

Are there any restrictions which might restrict your working activities? YES NO

If YES, please give full details.....

Are you willing to work overtime and weekends if required? YES NO

Please give details of any hours which you would not wish to work.....

Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)? YES NO

Are you related to any person employed by the business? YES NO

If YES, please give full details.....

Have you applied for employment at St Georges / Hatherley Manor before? YES NO

Do you need a work permit to take up employment in the UK? YES NO

If YES, please state it's number, capacity and expiry date.....

How much notice are you required to give your current employer?.....

Please list any foreign languages spoken and the level of competence.

Language	Mother Tongue	Fluent	Conversational

**Current Employer** (Please complete this section in BLOCK CAPITALS)

Are you currently employed? YES NO

Name of current employer.....

Address .....

Telephone no. .... Nature of Business.....

Job title and a brief description of your duties .....

Reason for Leaving.....

**Employment References** (Please complete this section in BLOCK CAPITALS)

Please give the names of two people (one of whom should be your current employer) whom we may approach for employment references.

Can we approach your current employer before an offer of employment is made? YES NO

**Name**..... **Name**.....

**Position**..... **Position**.....

**Address**..... **Address**.....

**Telephone no.**..... **Telephone no.**.....

**From**..... **To**..... **From**..... **To**.....

**Employment Details** (Please complete this section in BLOCK CAPITALS)

Please give details of your past employment, excluding your current employer, stating the most recent first.

Name and address of employer	From/To	Position held / Main Duties	Reason for leaving

Please continue on a separate sheet if necessary.

**Education** (Please complete this section in BLOCK CAPITALS)

School attended	From/To	Examinations and results
College or University	From/To	Courses and Results
Further formal training	From/To	Diploma / Qualification
Job related Training Courses	From/To	Subject
Name of Organisation		

Please give details of membership of any technical or professional associations.....

*Below are some questions which we would like you to answer as fully as possible.*

Tell us why you want to join St George's / Hatherley Manor?.....

What specifically interests you in the type of work you are applying for?.....