



THE BELL HOTEL

Since  1666

## APPLICATION FORM

THE BELL HOTEL

PRIVATE AND CONFIDENTIAL

Please complete in BLOCK CAPITALS

POSITION APPLIED FOR

How did you hear of this vacancy? (include date) \_\_\_\_\_

### 1. PERSONAL DETAILS

Full Name: Mr/Ms/Mrs/Miss	
Address:	Telephone Number (including STD Code) Home: Mobile: Business: (Tick box if you do not want to be contacted at work).
e-mail Address:	Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview.
N.I. Number:	Do you have the right to work in the united kingdom? Yes/No

### 2. EDUCATION AND QUALIFICATIONS

QUALIFICATIONS: Please give details of examinations attempted and results (including any examinations failed)

Name(s) and Address(es) Of School(s)/College(s)	Dates		Subject/courses Studied & Level	Examination Result/ Grade (include any Examinations failed)
	From	To		

## 2.

FURTHER AND HIGHER EDUCATION: Please give details of all further and higher education since leaving school including training courses and details of qualification

University/College/ Institute attended	Dates		Subjects studied Type of training	Qualifications Obtained
	From	To		

PROFESSIONAL ASSOCIATIONS: Please state whether you are a member of any technical or professional association, and if so which:

FOREIGN LANGUAGES: Please list any foreign languages you speak and your level of competence, both oral and written:

## 3. EMPLOYMENT HISTORY

Please list starting with the most recent, all the organisations for which you have worked during the last 20 years

Name(s) and Address(es) Of Employer(s)	Dates		Position held/ Main Duties	Starting/ Leaving salary	Reason for leaving
	From	To			

3.

**EMPLOYMENT HISTORY CONT:**

Name(s) and Address(es) Of Employer(s)	Dates From To	Position held/ Main Duties	Starting/ Leaving salary	Reason for leaving

**4.HEALTH**

Are you in good health? If No, please give further information:	Yes / No

4.

## 5. SUPPLEMENTARY INFORMATION

Please give details of any experience, skill or achievements which you may feel may be relevant in your application for employment. (continue on separate sheet if necessary).

Please give details of any holidays arranged:

Do you have any commitments which might limit your working hours?  
If yes, please give details?:

Yes / No

Are you willing to work overtime and weekends when required?

Yes / No

Have you ever been convicted of a criminal offence: (which is not a spent conviction under the rehabilitation of offenders legislation) ?

Yes / No

If yes please give further information:

Are you happy for us to carry out a full CRB disclosure on you?

Yes / No

Have you worked for us before?  
If yes, details of reason for leaving:

Yes / No

Do you have a current full driving licence?  
If No, please give details of how will you be travelling to and from work:

Yes / No

5.

**6. REFERENCES**

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (one of these must normally be a previous employer).

Can we approach your present/most recent employer? Yes / No

(Tick in box if you do not wish your employer to be contacted before an offer of employment is made)

Name, position, Address and Telephone Number	Name, position, Address and Telephone Number

**DECLARATION OF APPLICANT**

I confirm that the above information is correct.

I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application for future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed : \_\_\_\_\_

Dated: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**INTERVIEW RECORD**

Interviewed by:	Date:
Comments/Areas to examine;	
Decision: (Tick as applicable) <span style="margin-left: 100px;">Reject <input type="checkbox"/></span> <span style="margin-left: 50px;">Further interview <input type="checkbox"/></span> <span style="margin-left: 50px;">Accept <input type="checkbox"/></span>	
Interviewer's report and reasons for decision:	
Rejection letter sent: Yes / No	

<b>APPOINTMENT RECORD (To be completed where there has been an offer of employment).</b>	
CONDITIONAL OFFER LETTER Date sent: Response: Acceptance/Refusal/No reply	REQUESTS FOR REFERENCES Date sent: Response: Acceptance/Refusal/No reply
MEDICAL REPORT Date sent: Response: Good/Satisfactory/Suspect/Unsuitable	RIGHT TO WORK IN U.K Date sent: Response: Good/Satisfactory/Suspect/Unsuitable
Starting Date: Starting Salary	Job Title Personnel Number:

**ONCE COMPLETED PLEASE RETURN TO:**

THE BELL HOTEL *since 1666*  
 Market Square Winslow Bucks MK18 3AB  
**T** +44(0)1296714091  
**F** +44(0)1296714805  
**E** [info@thebell-hotel.com](mailto:info@thebell-hotel.com)  
**W** [www.thebell-hotel.com](http://www.thebell-hotel.com)