



## Employment Application Form

The following information will be treated in strictest confidence.  
(Please complete fully in Block Capitals)

Position Applied For: \_\_\_\_\_ Where did you hear about us? \_\_\_\_\_

Employment Status      Full Time       Part Time       Temporary

Please outline the hours/shifts you are available to work: \_\_\_\_\_

### Personal Details

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Business: \_\_\_\_\_

How do you intend to travel to work: \_\_\_\_\_

### Employment Details

Are you currently employed Yes/No

Name of current or last employer: \_\_\_\_\_

Address: \_\_\_\_\_

Nature of Business \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Job Title and a brief description of the duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Length of Service      From: \_\_\_\_\_      To: \_\_\_\_\_

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

Please give details of your past employment, excluding your present or last employer, stating with the most recent.

<i>Name and address of employer</i>	<i>Dates</i>	<i>Position Held/Main Duties</i>	<i>Reason for Leaving</i>

**Education**

Secondary School	From	To	Examinations & Results
College or University	From	To	Examinations & Results

Further Formal Training	From	To	Certificate/Qualification
Job Related Training Courses Name of Organisation	Date	Subject	

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


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


Interests, Achievements, Leisure Activities (e.g. hobbies, sports, club memberships):


Supplementary Information (Please set out below any further information to support your application, e.g. past achievements, Future aspirations, personal strengths, etc.)


## Additional Information

Are you involved in any activity that might limit your availability to work or your working hours e.g. local government? If 'yes', please give details:	Yes/No
Are you subject to any restrictions or covenants that might restrict your working activities? If 'yes', please give details:	Yes/No
Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)? If 'yes', please give details:	Yes/No
If called for interview, are there any adjustments we should make to enable you to attend? If 'yes', please give details:	Yes/No
Have you ever worked for this business before? If 'yes', please give details:	Yes/No
Do you need a work permit to take up employment in the UK? If 'yes', please give details:	Yes/No
Do you have any holidays planned within 12 months following the date of application? If 'yes', please give details:	Yes/No
You are required as part of your application to complete the attached Medical Questionnaire. Are you prepared to undergo a medical examination prior to employment?	Yes/No

## Declaration

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

Signature:	Date:
------------	-------

## References

Please give the names of two people (One of whom should be your present or most recent employer) whom we may approach for a reference. Can we approach your current employer before an offer of employment is made? Yes/No

Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:

***This hotel is owned by Glasgow Indigo Hotel (Trading) Limited  
and operated by Chardon Management Ltd.***