



Cala Hotels  
 11 James Street  
 Stornoway  
 Isle of Lewis  
 HS1 2QN  
 Tel: 01851 706600  
 Fax: 01851 703900  
 E-mail: jobs@calahotels.com

### APPLICATION FOR EMPLOYMENT

Date of Application \_\_\_\_\_ Position applied for \_\_\_\_\_

Where did you learn of this vacancy \_\_\_\_\_

Title \_\_\_\_\_ Surname \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name(s) \_\_\_\_\_

Address \_\_\_\_\_ Home Tel No: \_\_\_\_\_

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

\_\_\_\_\_

Have you ever been employed by Cala Hotels \_\_\_\_\_ Position \_\_\_\_\_

Dates \_\_\_\_\_

**Education (Age 11 Years Upwards)**

FROM	TO	SCHOOL/COLLEGE/UNIVERSITY	QUALIFICATIONS

**EMPLOYMENT HISTORY** – (please list most recent first)

**Present Employment**

Name of Employer \_\_\_\_\_

Address: \_\_\_\_\_ Dates (From/To) \_\_\_\_\_

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

\_\_\_\_\_ Tel No: \_\_\_\_\_

Position Held \_\_\_\_\_

Main Responsibilities \_\_\_\_\_

Reason for leaving present/last employment \_\_\_\_\_

**Previous Employment** – (most recent first)

Name & Address of Employer	From	To	Position Held & Main responsibilities	Reason of leaving

Any other skills, qualifications or training that you feel may be of benefit to your application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you hold a current driving licence?      YES / NO

Have you been convicted of any driving offences in the last 3 years?      YES / NO

If yes, please give details:

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Do you have your own transport?      YES / NO

Have you ever been convicted of a felony or crime?      YES / NO

If yes, please give details:

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### **REFERENCES**

Please give details of your referees, which should include your present/last employer and two previous employers. Your current employer will not be contacted without your permission and until such time as you have accepted your appointment.

<b>NAME</b>			
<b>POSITION</b>			
<b>COMPANY</b>			
<b>ADDRESS</b>			

I understand that my employment is subject to my applicant details proving correct and my references prove acceptable and satisfactory.

Signed \_\_\_\_\_ Date \_\_\_\_\_