



APPLICATION FOR EMPLOYMENT

Please ensure that all parts of the application are filled out in **BLOCK CAPITALS**

Date of application		Position applied for	
Where did you learn of this vacancy			

We would love to know more about you...

(Mr/Miss/Mrs)
 First Name Last Name

Address.....

Post code.....

National Insurance number

Email..... Mobile.....

Home Tel

Permanent Address (if different from above)

.....

Post code.....

For compliance of the Working Time Directive, we would appreciate if you could tick which age bracket you fall into.

Under 16		16-17		18+	
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Eligibility to work in the UK & Ireland. You must bring the original documentation if invited to an interview as evidence of your entitlement to work in this country. Failure to do so will invalidate your application. *Please confirm which of the following you have;*

British Passport or UK birth certificate & letter

Passport showing right to live & work in the UK

Non-European passport with relevant work visa

Certificate of registration / naturalisation as a British Citizen EEC

Passport or identity card plus required work registration letter

Any other document that supports your eligibility to work in the UK

How many hours are you looking to work?
 0-16hrs 16-20hrs 20-35hrs 35+hrs

What are your preferred hours of work?

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
From: (Time)							
To: (Time)							

How long would you like to work with the Royal Hotel team?

3 Months
 6 Months
 1 year +
 Other / seasonal

Have you got what it takes to be a great team member? (That's what we call our employees)

Tell us 3 top qualities you have that will make you a great team member:

Tell us 3 ways you will deliver world-class service to our customers:

How does the role you are applying for with the Royal Hotel fit into your career / future?

What have you been studying? List below your last 2 places of education / training, starting with the current or most recent.

Name & address of school or college	Qualifications achieved or being studied

What have you been up to? List below your last 3 employers, starting with the current or most recent. Don't worry if this is your first job, you will have a chance to share what else you have been involved in further down the application.

Name of employer and type of business:	Position:	Rate of pay:	Dates of employment:
What were your duties:		Reason for leaving:	
Manager's name:	Tel no:	Email:	

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How many days of work did you miss last year? (Unscheduled)

What else have you been involved in? (For example Community work / sports /work experience)

Are you coming back to us? (If you have previously worked for Royal Hotel, Cabarfeidh Hotel or Caladh Inn please tell us when, where and your reason for leaving)

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What's missing? Were there any gaps between any of the above jobs listed? If so, how long and why?

Length of gap:	Between which employers:	Reason:

Who will vouch for you? Please give us the names of 2 people (not related to you), who can be contacted to provide a reference for you. At least one should be work related. If this is your first job, please give a tutor / lecturer's name.

Name:	Tel No:	Email:	How do you know this person?

Now for the formal part:

<p>Have you ever been convicted of a criminal offence that is not a spent conviction within the terms of the Rehabilitation of Offenders Act 1974? If yes, give full details.</p>

<p>My signature confirms that all the information given on this application form is true and complete. I understand that any falsification or deliberate omissions may disqualify my application or lead to my dismissal. I confirm that I am entitled to work in the UK & Ireland and can provide original documentation to confirm this. I understand that my employment is subject to references that are satisfactory to Royal Hotel.</p> <p>Print name</p> <p>Signed</p> <p style="margin-left: 100px;">Date</p>

What happens next?

Thank you for applying to join our team. Due to the significant levels of applicants we receive, we are sorry that we are unable to personally respond to all applications. Successful applicants will be contacted within 14 days. To find out more about being part of the team at the Royal Hotel visit <http://www.calahotels.com/jobs/>