**EDGE HOTEL SCHOOL**

**CONFIDENTIAL APPLICATION FOR EMPLOYMENT**

This form is designed to be completed electronically. It is in Microsoft Word and saved in a protected form format. This allows you to tab to each section, enter your details and click on any of the check box fields you wish to select. You can expand the table cells and add further fields by pressing “enter”.

Please return your completed form to: info@edgehotelschool.ac.uk showing “Application for employment” in the subject header.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| TITLE | FORENAMES | | | SURNAME | | |
| FULL POSTAL ADDRESS | | | | | | |
| TELEPHONE NUMBER | | | Home: | | Mobile: | |
| EMAIL ADDRESS | | |  | | | |
| ARE YOU CURRENTLY ELIGIBLE TO WORK IN THE UK?  (You are required to provide original documentary proof of your eligibility to work in the UK, e.g. passport, to the hiring manager. For a list of acceptable documentation please visit the Borders & Immigration Agency website.)  DO YOU HAVE A CURRENT DRIVING LICENCE | | | | | YES  NO  YES  NO | |
| POSITION APPLIED FOR | |  | | | NOTICE DUE TO  CURRENT EMPLOYER |  |

**DETAILS OF EDUCATION AND TRAINING**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SCHOOL / COLLEGE / UNIVERSITY | | DATES | | | |  | |
| EDUCATION (from secondary school) | | FROM | | TO | | QUALIFICATIONS (include grades) | |
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| OTHER TRAINING / DEVELOPMENT | |  | |  | |  | |
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|  |  | |  | |  | |
| MEMBERSHIP OF PROFESSIONAL INSTITUTES OR SOCIETIES | | | | | | | |

**EMPLOYMENT HISTORY**

STATE ALL POSITIONS HELD IN CHRONOLOGICAL ORDER STARTING WITH YOUR PRESENT POSITION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATES | EMPLOYERS’ NAME, ADDRESS & NATURE OF BUSINESS | POSITION HELD & MAIN RESPONSIBILITIES | REASON FOR LEAVING | SALARY |
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| OTHER INFORMATION THAT YOU FEEL WOULD SUPPORT YOUR APPLICATION.  Using the job description to guide you, please explain how you fulfil the key job requirements and give details of any experiences and skills you feel are relevant to your application gained in your present or previous roles and any other areas such as temporary or voluntary work, education or spare time activities. |
| DO YOU HAVE ANY UNSPENT CRIMINAL CONVICTIONS?  YES  NO  (if yes, please provide details) |

**REFERENCE DETAILS**

Please provide details of referees covering the two most recent jobs and at least the last two years of employment. References may be taken up prior to interview.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Full name: | |  | | | | | |
| Position applied for: | |  | | | | | |
| Previous employer: |  | | | | | | |
| Dates of employment: | From: | |  | | To: | |  |
| Your job title: |  | | | | | | |
| Referee’s name: |  | | | | | | |
| Referee’s job title: |  | | | | | | |
| Address (including post code): |  | | | | | | |
| Phone number: |  | | | Email: | |  | |
| Permission to contact as prior to interview:  Yes  No | | | | | | | |
| Previous employer: |  | | | | | | |
| Dates of employment: | From: | |  | | To: | |  |
| Your job title: |  | | | | | | |
| Referee’s name: |  | | | | | | |
| Referee’s job title: |  | | | | | | |
| Address (including post code): |  | | | | | | |
| Phone number: |  | | | Email: | |  | |
| Permission to contact as prior to interview:  Yes  No | | | | | | | |
| Previous employer: |  | | | | | | |
| Dates of employment: | From: | |  | | To: | |  |
| Your job title: |  | | | | | | |
| Referee’s name: |  | | | | | | |
| Referee’s job title: |  | | | | | | |
| Address (including post code): |  | | | | | | |
| Phone number: |  | | | Email: | |  | |
| Permission to contact as prior to interview:  Yes  No | | | | | | | |

Continue on an additional sheet if necessary

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| --- | --- |
| DECLARATION  I accept that all offers of employment by the Company are made subject to confirmation of any relevant qualifications and background checks.  I confirm that, to the best of my knowledge, the information I have given is true in every respect. I accept that the discovery of false statements or the non-disclosure of relevant information may lead to disciplinary action or dismissal after appointment.  The Data Protection Act 1998  Edge Hotel School holds personal and sensitive data about applicants and employees. This data will initially be used to administer and review our recruitment and selection processes. Thereafter, it will form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the application documentation will be destroyed after six months.  I have read the above statement and consent to the information given on all pages of this document being held and processed for the purposes outlined. | |
| SIGNATURE | DATE |

To help us assess the effectiveness of our recruitment campaigns, please indicate below where you found out about the vacancy for which you are applying.

Word of mouth

jobs.ac.uk

Recruitment agency

Local newspaper

National newspaper

Other – please specify