



JOB APPLICATION

Please complete this application form in ink if returning by post

Position applied for:	Other positions you would consider:				
Within which Company in Southwater Event Group are you interested in working?					
Please circle: Holiday Inn The International Centre The International Hotel Grays Hotel					
Do you have any friends or relatives who work for any of the Southwater Event Group Companies? Yes No If yes, please highlight the relevant Company and provide their name/s:					
<table border="0" style="width:100%"> <tr> <td style="width:25%">Holiday Inn</td> <td style="width:25%">The International Centre</td> <td style="width:25%">The International Hotel</td> <td style="width:25%">Grays Hotel</td> </tr> </table>		Holiday Inn	The International Centre	The International Hotel	Grays Hotel
Holiday Inn	The International Centre	The International Hotel	Grays Hotel		
Employment status: Full Time Part Time Temporary Casual Work					
From where did you hear about this vacancy? Please circle: Newspaper Telephone Another employee Jobcentreplus Other					
Have you worked for any of the following Companies before? YES NO Please highlight: Holiday Inn The International Centre The International Hotel Grays Hotel					
PERSONAL DETAILS					
Surname:	Forename(s):				
Address:					
Mobile Telephone:	Landline Telephone:				
National Insurance No.	Email:				
GENERAL INFORMATION					
Minimum salary acceptable:	Date available to start:				
*Do you have a valid work permit? Yes No	Nationality:				
Have you been convicted of any criminal offences, which are not yet spent under the Rehabilitation of Offenders Act 1974? Yes No If Yes, please explain:					
Do you hold a current driving licence?	Yes No				
Do you write or speak any other languages? If so, please explain:	Yes No				
Hobbies and Interests:					
Please give any other facts which you feel would be useful in considering this job application:					

EDUCATION

Name & Address of School, College, etc.	Qualifications
Other relevant qualifications, courses or awards, for example Food Hygiene, NVQs or First Aid Certificate:	
Are you a member of a professional organisation or association? If so, please detail below:	

EMPLOYMENT

Please state the most recent employment first

From	To	Company Name & Address	Job Title & Duties	Salary	Reason for leaving

CONTACT IN CASE OF EMERGENCY (NEXT OF KIN)

Name:	Relationship:
Address:	
Telephone Number:	

REFERENCES (two referees must be provided – please note other references may be taken up)

No information will be sought from your present employer without your prior consent	
Name:	Name:
Address:	Address:
Telephone Number:	Telephone Number:

DECLARATION

I confirm that the above information is correct and true, and has no deliberate omissions. I understand that if this does not prove to be the case, there may be sufficient grounds for cancelling any agreement made with this Company.

I agree that in submitting this application, references provided can be taken up.

Signature of applicant:

Name in print: Date:

Thank you for your application.

Please note if you are not contacted within 3 weeks of submitting your application, you may assume you have not been called for interview. A letter of regret will not be sent to you.

EQUAL OPPORTUNITIES MONITORING FORM

In accordance with our policy on equal opportunities in employment, Southwater Event Group will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. In order to monitor and assess the effectiveness of this policy we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the information requested on this form.

All information will be treated in confidence and will not be seen by those directly involved in the appointment process. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes.

Thank you for your assistance.

Position Applied For:

Gender:	Male <input type="checkbox"/>			Female <input type="checkbox"/>		
Marital Status:	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Divorced <input type="checkbox"/>	Separated <input type="checkbox"/>	Widowed <input type="checkbox"/>	Civil Partner <input type="checkbox"/>
Ethnic Group:	White <input type="checkbox"/> White <input type="checkbox"/> Irish <input type="checkbox"/> Other			Black <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Other		
	Asian <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other			Chinese <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other		

Do you consider yourself as disabled? Yes No
If Yes, please give details:

Age Group:	16-17 <input type="checkbox"/>	18-21 <input type="checkbox"/>	22-35 <input type="checkbox"/>	36-45 <input type="checkbox"/>	46-55 <input type="checkbox"/>	56+ <input type="checkbox"/>
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Please note: we do not recruit applicants who are of compulsory school age, i.e. up to the last Friday of June in the academic year in which you become 16. **Applicants applying for positions involving bar work or kitchen stewarding should be at least 18 years of age.**

Please return this form along with your application to:

Liahna Howes, HR Administrator
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Telford International Centre Ltd
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Telford Shropshire
TF3 4JH
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Fax: 01952 281515
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