

Willerby Holiday Homes Ltd
 Imperial House
 1251 Hedon Road
 Hull
 HU9 5NA



APPLICATION FOR EMPLOYMENT

Please complete each section of this form as fully and as carefully as possible in block letters. We shall use the information you provide to decide whether we can offer you an interview and if so, as a basis for discussion during interview. If you fail to complete all sections, your application may be returned.

POSITION APPLIED FOR:	
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Personal Details:			
Surname (Mr/Mrs/Miss/Ms): _____			
Forenames: _____			
Address: _____			

Post Code:	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>	Marital Status: _____
Telephone Number:	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>		
Mobile Number:	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>		
Date of Birth:	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
National Insurance Number:	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>
Do you have a current driving licence?	Provisional <input type="checkbox"/>	Full <input type="checkbox"/>	HGV <input type="checkbox"/> NO <input type="checkbox"/>
Do you hold a licence to drive any of the following: Fork Lift Truck	<input type="checkbox"/> YES / NO	Tractor	<input type="checkbox"/> YES / NO

EDUCATION - Please give details of schools, colleges and any universities, which you have attended.

NAMES & ADDRESS OF SCHOOL, COLLEGE OR UNIVERSITY	DATE FROM	DATE TO	EXAMINATION (Subjects/Results)

PREVIOUS EMPLOYMENT - Please start with most recent employment first and use the space below to give details of other employments, working backwards from the most recent. If necessary continue on a separate sheet of paper.

Present/Previous Employer: _____
Start Date: _____ Leaving Date: _____ Job Title: _____
Brief description of duties: _____
Reason for Leaving: _____ Hourly Rate/Salary: _____

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Do you need a work permit to work in the UK? **YES / NO**

Interests/Hobbies: (Give details of pastimes, sports etc)

Have you ever been convicted of a criminal offence (declaration subject to the Rehabilitation of Offenders Act)
YES / NO

Personal referees - (Not members of your family)

Name: _____

Name: _____

Address: _____

Address: _____

Occupation: _____

Occupation: _____

Contact Number: _____

Contact Number: _____

Please give your reasons for wanting to work at Willerby Holiday Homes Ltd:

Recruitment Policy

It is the Company's policy to employ the best-qualified personnel and provide equal opportunity for the advancement of employee including promotion and training and not to discriminate against any person of race, colour, national origin, sex, marital status, religion or belief, age or disability.

I authorise the Company to obtain reference to support this application once an offer has been made and accepted and release the Company and referees from any liability caused by giving and receiving information.

Give names of anyone you know that works for Willerby Holiday Homes:

Give any further information, which you think may assist us in considering your application:

Retention of application form for future vacancies

If an applicant is unsuccessful and the Company wishes to keep the application form on file for future job vacancies, they must give written permission to allow the Company to retain their application, which is a provision of the Data Protection Act 1998. (Application forms are held for a period of six months)

Declaration: I authorise / do not authorise * Willerby Holiday Homes to retain this application form for future job vacancies.

(* Delete where necessary)

Declaration: I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient for rejection or, if employed, dismissed.

Signature: _____

Date: _____

To be completed by Willerby Holiday Homes

Interview Date: _____

Interview Time: _____

Vacant Position: _____

Rate of pay: £ _____

Comments:

Notice Period:

Any dates we need to be made aware of: (i.e.. Pre Booked Holidays, Medical Appointments ect.)

Interview Successful

Interview Unsuccessful

Retain Application

Signature of Manager/Team Leader: _____

Print Name: _____

Department: _____

Team Leader: _____

Manager: _____

Hours of work (i.e.: **M-T** 8am - 5pm **F** 8am - 1pm) _____

Human Resource Use only:

Position offered: _____

Start Date: / /

Job offer and contract sent:

Clock number:

Photo taken:

ID Card Issued:

Information received:

New Starter Form:

Contract:

Working Time Regs:

ID:

Expression of Wish:

P45/46:

Acceptance of Handbook & Policies:

Occupational Health Notified:

Health and Safety Notified:

Added to ingenuity:

Information passed to wages:

Additional Information: