

# Quay Hotel and Spa Application Form

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE



C.V.s are not accepted. Please complete this form fully using black ink or typescript.

Where did you see the post advertised?  Post Applied for:

## SECTION 1 PERSONAL DETAILS

Last Name:  First Names:

Address:   
  
  
Postcode:

E-mail address\*:

Home Telephone No:  National Insurance No:

Daytime Telephone No:  Mobile Telephone No:

\* Personnel use email to inform candidates of the shortlisting process. You are advised to check your spam filter in case correspondence is there. If you don't provide an email address you will be contacted by post.

Are you free to remain and take up employment in the UK with no current immigration restrictions\*\*?

Yes  No  If NO please give details of your work permit/visa:

Have you previously been employed by/volunteered with or sought employment with the Quay Hotel and Spa?

Yes  No  If YES please give details:

\*\* If you are successful you will be required to provide relevant evidence of the above details.

## SECTION 2 PRESENT EMPLOYMENT

If now unemployed give details of most recent employer

Name of Employer:  Post Title:

Address:   
  
Postcode:

Date of Appointment  Department/ Section:

Salary:  Period of notice:

Reason for leaving:  Last day of service:  
(If no longer employed)

## SECTION 2 PRESENT EMPLOYMENT *continued*

Brief description of duties:

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## SECTION 3 PREVIOUS EMPLOYMENT

*Previous Employment (most recent employer first). Please cover the last 10 years and state nature of business.*

Name and address of employer	Job Title	Date from - to	Reason for leaving	Annual salary/ hourly rate

*Continue on a separate sheet if necessary*

## SECTION 4 EDUCATION

*Qualifications obtained from Schools, Colleges and Universities:*

School	Course	Qualifications and grades obtained
College/ University	Subjects	Qualifications and grades obtained

*Continue on a separate sheet if necessary*

## SECTION 5 TRAINING AND DEVELOPMENT

Please give details of any training and development courses or non-qualification courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of course

Continue on a separate sheet if necessary

## SECTION 6 REFERENCES

Please provide the names and addresses of your TWO most recent employers with whom confidential enquiries may be made regarding your application. If you are at school, college or university or have recently left please give the name of your teacher or lecturer. Referees must not be members of your family or spouse/partner.

### Reference 1

Name:	<input type="text"/>	Position Held (Job title)	<input type="text"/>
Work Relationship:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>		
	<input type="text"/>		
	Postcode:	<input type="text"/>	
E-mail address:	<input type="text"/>	Telephone No:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview? Yes  No

### Reference 2

Name:	<input type="text"/>	Position Held (Job title)	<input type="text"/>
Work Relationship:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>		
	<input type="text"/>		
	Postcode:	<input type="text"/>	
E-mail address:	<input type="text"/>	Telephone No:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview? Yes  No

## SECTION 7 REHABILITATION OF OFFENDERS ACT (1974)

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974?

Yes  No  If YES please give details:

## SECTION 8 EQUAL OPPORTUNITIES POLICY

The Quay Hotel and Spa is an equal opportunities employer. This application form does not contain any questions relating to place of birth/nationality, marital status or children, or disability. Questions on these matters will not normally be asked at interview, but if you are offered an appointment this will be on the understanding that there is nothing in your personal circumstances which might prevent you from taking up the appointment and carrying out the full duties of the post.

The Equal Opportunities Monitoring Form does not form part of your application. The information from it will be kept separately and used only to monitor the effectiveness of our equal opportunities policy.

## SECTION 9 DATA PROTECTION - PROCESSING NOTICE

The collection, processing, maintenance and retention of any personal data which the Quay Hotel and Spa processes is governed by legislation such as the UK Data Protection Act 1998 and by the Quay Hotel and Spa's own policies and procedures. The Quay Hotel and Spa will use any personal data you provide within this document solely for the purpose of assessing the eligibility of your application when applying for the vacancy.

The information given will be provided to the Quay Hotel and Spa's employees acting as response handlers and recruitment managers. They may share the information with colleagues for the purpose of shortlisting and interviewing for the vacancy.

The information may also be shared with external parties if required by law. The information will be kept on file for a period of six months after the closing date of the vacancy to allow for any further processes, such as appeals, which may occur. If you are successful in your application for employment with the Quay Hotel and Spa, then the application form will be kept on your personnel file for the duration of your employment.

## SECTION 10 DECLARATION

*Please complete the following declaration and sign it in the appropriate field below*

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge;
- all questions relating to me have been accurately and fully answered;
- I possess all the qualifications which I claim to hold;
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

I understand that the deliberate falsification of information or failure to disclose relevant information may lead to my application being rejected, any offer of employment being withdrawn or actual appointment being terminated

I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998.

Signed:

Print name(s):

Date:

*Submitting this completed application form electronically signifies your acceptance of ALL of the above declaration.*

## RETURNING THIS FORM

### By Post:

Human Resources  
Quay Hotel and Spa  
Deganwy Quay  
Deganwy  
LL31 9DJ

### By e-mail:

hr@quayhotel.co.uk

### Enquiries:

Office: 01492 564 100