

STRAND PALACE HOTEL

372, Strand, London WC2R 0JJ
Human Resources Direct Tel: 020 7257 9508

Employment Application Form

Application Details

Position applied for: _____

Hours available for work: Full Time Part Time Temporary

Please specify preferred hours: _____

Date available to start work: _____

Where did you hear about this vacancy? _____

Personal Details

Forenames: _____ Surname: _____ Mr/Miss/Mrs/Ms _____

National Insurance Number: _____

Are you over 18 years Under 18 years (This information is required for jobs that will involve the sale of alcohol)

Address: _____

Telephone: Home: _____ Mobile: _____

Email: _____

General Information

Are you required by law to have a work permit? Yes No

If YES please state its type and expiry date _____

If selected for interview, all applicants will be required to bring their Passport.

Have you ever been convicted of a criminal offence as defined in the Rehabilitation of Offenders Act 1974? Yes No

If YES please explain _____

What languages do you speak?

Hobbies & Interests

Career Summary

Please enter all details relating to your employment in the space below. You should start with your current or most recent employer.

From	To	Employer Name	Position	Salary	Reasons for leaving or seeking new employment

Please continue on a separate sheet if necessary

Educational & Professional Qualifications

Name and address of educational establishment	Qualifications

References *No information will be sought from your present employer without your consent. If you have not been in paid employment, please give details of the training / educational establishment or voluntary group for whom you have worked.*

Name _____

Name _____

Position _____

Position _____

Address _____

Address _____

Telephone No. _____

Telephone No. _____

Email. _____

Email. _____

Below are some questions which we would like you to answer as fully as possible

Why do you wish to join the Strand Palace Hotel?

Describe a situation where you have been involved in providing a service.

What specifically interests you in the type of work you are applying for?

What do you believe are the important qualities someone needs to give excellent customer service?

Next Steps

Thank you for taking the time to complete this application form. Your application will be given due consideration and you will be contacted shortly regarding its progress.

Declaration

I confirm that the information I have supplied is true and accurate to the best of my knowledge. I understand that employment is subject to my application details proving correct, my references proving satisfactory to the Company and my health declaration proving acceptable.

I give permission for the information I have supplied on this form to be processed in relation to my application for employment with the Strand Palace Hotel.

Signed: _____ Date: _____

Equal Opportunities Monitoring

The Strand Palace Hotel is an equal opportunities employer. No employee shall be discriminated against on account of disability, race, colour, religion, nationality, ethnic origin, national origin, sexual orientation, marital status or age.

This section of the application will be used solely for monitoring purposes.

Name: _____ Position: _____

Date of birth: _____

Ethnic origin

Please indicate your ethnic origin

White
 British Irish Any other white background*

Mixed
 White and Black Caribbean White and Black African White and Asian Any other mixed background*

Black or Black British
 Caribbean African Any other Black background*

Asian or Asian British
 Indian Pakistani Bangladeshi Any other Asian background*

Chinese or other Ethnic Group
 Chinese Other ethnic Group*

*Please specify

Religion

Please specify your religion
 Christian Buddhist Hindu Jewish
 Muslim Sikh None Any other religion
 Prefer not to say

Health & Disabilities

Do you consider yourself to have a disability Yes No

If yes, please state nature of disability

The Disability Discrimination Act 1995 defines disability as a physical or mental impairment which has a substantial and long term adverse effect upon a persons ability to carry out normal day to day activities.

If yes, do you require any assistance during the recruitment process?

Do you have any physical constraints that may effect your ability to carry out your day to day activities?

Yes No

If yes please specify