**Application for Employment**

**Office Address:**

Thank you for your interest in our Company. This is the first stage
in our recruitment procedure and this form will be used to select
candidates for interview. The information provided in this application
form will be treated in the strictest confidence. Please return this
form to the address at the top of the page.

|  |
| --- |
| **Position applied for** |
| Job Title:       | Location:       |
| Please tick your preferred work option: Full Time [ ]  Part Time [ ]  Shift Work [ ]  Casual [ ]   |

|  |
| --- |
| **Personal details** |
| Surname:       | First name:       |
| Address:       |
| Post Code:       | Email address:       |
| Home Tel:       | Mobile Tel:       |
| Are you currently eligible for employment in the UK? YES [ ]  / NO [ ] Please state what documentation you can provide in order to demonstrate this (e.g. British Passport/birth certificate/European Economic Area identity card/travel document showing an authorisation to reside and work in the UK, etc.)       |

|  |
| --- |
| **Available dates and time for an interview** |
|       |

**EDUCATION & SKILLS**

|  |  |
| --- | --- |
| **Have you previously worked for any company within the Johnson Service Group plc?**  | **If yes, please give details of company and date of employment** |
| YES [ ]  / NO [ ]  |       |

|  |
| --- |
| **Education (list details of GCSEs, GNVQs, A Levels, Degrees, etc.)** |
| **Secondary School, College, University, etc** | **Examinations taken (subjects and results)** |
| **Qualification** | **Subject** | **Grade** |
|       |       |       |       |
|       |       |       |       |

|  |
| --- |
| **Work Related Skills** |
| Please detail all N/SVQ certificates, diplomas, etc you have obtained that are job related. Include details of licences you hold (e.g. fork lift trucks, etc). Please specify when awarded, organising body and grades. |
| **Course Name** | **Examinations Taken** |
| **Qualification** | **Subject** | **Grade** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

|  |
| --- |
| **Current or most recent employment** |
| Name of Employer:       |
| Address:       |
| Position held:       | From:       To:       (dates) |

|  |
| --- |
| **Previous employment details** |
| **Dates of employment** | **Company name** | **Type of business** | **Position held** | **Salary on leaving** | **Reason for leaving** |
| From  | To |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |

|  |
| --- |
| **Health** |
| Please give details of any health/disability problem(s) that may be relevant to the position you have applied for. Such information is requested so that any reasonable adjustments to the work involved may be considered.      |

|  |
| --- |
| **Other information in support of your application** |
| Please detail any other information, experience or skills which you feel are relevant to the position for which you are applying and how this position fits in with your career plan:      |

|  |
| --- |
| I confirm that the information given in this form is, to the best of my knowledge, true and complete. I understand that any false statement or inaccurate information may be sufficient cause for rejection, or if employed, dismissal. Similarly, any unsatisfactory references received by the Company may give cause for termination of employment.I understand that the information contained within this application form may be stored and processed, and I give my consent in accordance with the Data Protection Act for this use of the data. |
| SIGNED:  | DATE: |

***Thank you again for your interest and time spent in completing this form.
Johnsons Hotel, Restaurant & Catering Linen is an equal opportunities employer.***

***The completion of this page is voluntary***

|  |
| --- |
| **Equal Opportunities Policy** |
| Johnsons Stalbridge is committed to providing equality of opportunity in employment, and in order to help up ensure our policy is being carried out it would help if you would complete the following details. Any information you provide will be used for no other purpose than as stated above and will be treated as confidential and will not form part of the selection process. **You are not obliged to provide this.** |
|  |
| **Gender:** | Male [ ]  Female [ ]  Other [ ]  | Age:       |
|  |
| **Marital Status:**  | Single [ ]  Married [ ]   |
| Civil Partner [ ]  Other [ ]  |
|  |
| **Sexual Orientation:** | Heterosexual [ ]  Gay man [ ]  Lesbian [ ]  Bisexual [ ]  |
| Other [ ]  Prefer not to say [ ]  |
|  |
| **I would describe my ethnic origin as (please tick appropriate box)** |
| White | British | [ ]  | Asian | Indian  | [ ]  |
| English | [ ]  | Pakistani | [ ]  |
| Welsh | [ ]  | Bangladeshi  | [ ]  |
| Scottish | [ ]  | Other | [ ]  |
| Northern Irish | [ ]  | Black | Carribean | [ ]  |
| Irish | [ ]  | African | [ ]  |
| Other | [ ]  | Other | [ ]  |
| Mixed | White & Black Carribean | [ ]  | Chinese | Chinese | [ ]  |
| White & Black African | [ ]  | Other  | [ ]  |
| White & Asian | [ ]  |  |
| Other | [ ]  |
|  |
| Any disabilities? Yes [ ]  / No [ ]  |
| If yes, please give brief details of your disability and any special access/mobility needs: |
|       |