



RELEVANT EXPERIENCE AND SKILLS AND SUPPORTING PERSONAL STATEMENT

Please give a short personal summary and your experience relevant to the position applied for. Continue on a separate sheet if necessary.

REFERENCES

Please give the names, addresses and contact telephone numbers of at least two people from whom references may be obtained. One of these should be your present or most recent employer and another person who has known you on a professional basis.

Reference 1  
Name \_\_\_\_\_ P  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_

Reference 2  
Name \_\_\_\_\_ P  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

May referees be contacted prior to interview?

Reference 1 Yes / No

ADDITIONAL INFORMATION

The Red Lion Hotel is committed to ensuring equality of opportunity to all job applicants. To help monitor the effectiveness of our policy, we would ask you to complete this form and return with your application.

Please note that it will form no part of our selection process and will be treated in the strictest confidence

Date of Birth \_\_\_\_\_

Please indicate the number of working days missed through absence in the last 12 months \_\_\_\_\_

Have you been convicted of any criminal offences that are not yet spent under the Rehabilitation of Offenders Act 1974? Yes / No

Do you require accommodation? Yes / No

Do you need a work permit? \* Yes / No

\*Please note that all applicants will be required to produce evidence of eligibility to reside and work in the UK.

National Insurance Number

Date available to commence work: \_\_\_\_\_

How did you hear about this vacancy?  
\_\_\_\_\_

DECLARATION

I understand that completion of this form does not guarantee employment. I declare that the information I have provided on this form is true and complete. I understand that the Red Lion Hotel (Salisbury) Ltd reserves the right to withdraw my offer of employment or summarily terminate any employment already commenced if the information given by me is found to be inaccurate. I acknowledge that any offer of employment is subject to the receipt of satisfactory references and any medical clearance deemed necessary by the Company.

Signed \_\_\_\_\_  
Date \_\_\_\_\_

|                                     |  |
|-------------------------------------|--|
| <u>FOR OFFICE USE ONLY</u>          |  |
| INTERVIEW                           | YES / NO                               |
| INTERVIEW APPOINTMENT DATE AND TIME | _____                                  |
| SECOND INTERVIEW                    | YES / NO                               |
| INTERVIEW APPOINTMENT DATE AND TIME | _____                                  |
| WORKING TRIAL YES/ NO               | W.T.DATE _____                         |
| OFFER YES* / NO                     | * ATTACH DETAILS AND PASS TO PERSONNEL |

### APPLICATION GUIDANCE NOTES

- ❖ Please ensure that all sections are completed as fully as possible, and that requested copies of all relevant documents are attached.
- ❖ You are welcome to attach a copy of your C. V., but this may not be considered as an alternative to the application form.
- ❖ Due to the continuing high volume of applications, it may not be possible to contact all unsuccessful applicants. Should you not hear back from us within 3 weeks of sending in your application, please assume that your application has unfortunately been unsuccessful.
- ❖ We shall retain your details from your application on file for a period of 6 months
- ❖ Please attach a current email address or SAE should you specifically wish for a response.
- ❖ When a closing date is advertised, please ensure that your application reaches us by that date. We are unable to ensure that any applications received after that date will be considered.
- ❖ Completed application forms should be returned to –
  - HR Department
  - The Best western Red Lion Hotel
  - 4 Milford Street
  - Salisbury
  - Wilts
  - SP1 2AN
- ❖ If you have any queries with the application form, or need any further details, do not hesitate to contact us –
  - 01722 323334 Ext 228
  - [Personnel@the-redlion.co.uk](mailto:Personnel@the-redlion.co.uk)

