

Application for Employment

Please do not submit a CV

The Gleneagles Hotel

Auchterarder

Perthshire

PH3 1NF

Telephone: +44 (0)1764 694243

Fax: +44 (0)1764 694386

E-mail: gleneagles.personnel@gleneagles.com

1.0

POSITION APPLIED FOR:

FULL TIME/PART TIME:

(if part time, please indicate hours/days available)

DATES AVAILABLE:

(if applying for a seasonal position)

On request this application form can be made available in braille, in large print or audio format.

JOB APPLICATION GUIDANCE NOTES

Thank you for your interest in working with The Gleneagles Hotel. This is a guide to assist you with your application. Please read the following carefully before filling out the application form.

ALTERNATIVE FORMATS

The application form and supporting papers are available in alternative formats i.e. large print, braille. Please contact the Resourcing Administrator on 01764 694243 for further information.

COMPLETING THE APPLICATION FORM

You can complete the form on-line, or download the form and send by post or by requesting an application form.

Please ensure that you complete all the questions, if some parts are not relevant, then please write 'not applicable' or N/A in the space.

For applications e-mailed or completed on-line, you will be asked to sign the application form either at interview or on your first day of employment.

WHERE TO SEND YOUR APPLICATION FORM

By post :

The Personnel Department,
The Gleneagles Hotel
Auchterarder
Perthshire
PH3 1NF

By e-mail : gleneagles.personnel@gleneagles.com

HOW TO COMPLETE THE APPLICATION FORM

1.0 Please indicate the position applied for and whether this is a full time or part time position you wish. If it is part time, you should indicate the days and hours that you are available.

If you are applying for a fixed term position you should also indicate the dates that you are available.

2.0 PERSONAL DETAILS

Please write in capital letters, your name, address and contact information. Wherever possible contact is made by e-mail so please ensure that your e-mail address is easy to read.

3.0 DRIVING LICENCE

You are only required to complete this information if applying for a position that will require you to drive. These positions are generally in Chauffeur Drive, Porters, Greenkeeping, Resort Sales, Guest Services, Gardens, Golf Operations, Golf Academy, Shooting and Fishing School, Regional Sales, Security.

4.0 REFERENCES

All job offers are subject to receiving two satisfactory references. In the first instance we will contact the referees stated, one of whom must be current or most recent employer. We will contact your current employer once you have accepted the offer of employment. We reserve the right however to contact all previous employers to verify the information given and your suitability for employment, prior to a job offer being made.

5.0 EMPLOYMENT HISTORY

This section will help us build an accurate picture about the type of work and responsibilities you are currently or have recently been involved in.

6.0 QUALIFICATIONS AND TRAINING

Providing us with as many details as possible will help us assess your achievements in relation to the position that you are applying for. We may need to see any certificates or qualifications you hold. Please remember to detail any in-house training that you have received.

7.0 KNOWLEDGE, SKILLS AND EXPERIENCE

In this section you should describe all the skills, abilities, knowledge and experience you have and think are relevant to the post - including any experience you may have gained outside employment, for example voluntary work or work undertaken whilst at school or college. You should describe any specific areas of responsibility you may have had, particular achievements and how you think you could contribute to The Gleneagles Hotel. Please do not forget to include any IT experience particularly word, excel, fidelio as they may be applicable to the position.

8.0 WHY ARE YOU APPLYING FOR THIS POSITION?

To help with the selection process we would like to know why you would like to work at Gleneagles and why this position is of interest to you.

9.0 DATA PROTECTION STATEMENT

All information provided will be kept securely and will not be disclosed to a third party or to anyone not involved in the selection process. If you are successful then information provided will be used for payroll and human resource purposes on our manual and computerised systems.

If you are unsuccessful, your application will be destroyed within 6 months by shredding, unless you advise us that you do not wish your application to be retained.

10.0 DECLARATION

Before signing, please ensure that you have completed the form accurately. We will endeavour to verify the information given and any false statement or deliberate omission of information may result in an offer of employment being withdrawn or in dismissal.

If you have completed this form and returned by e-mail or on- line you will be asked to sign the declaration at the interview or on your first day of employment.

EQUAL OPPORTUNITIES

The Gleneagles Hotel is committed to Equality of Opportunity in Employment both in principle and in practice. An Equal Opportunities Policy has been adopted to ensure that no job applicant or employee receives less favourable treatment, either directly or indirectly, on grounds of age, colour, disability, ethnic origin, gender, marital status, religion, sexual orientation or criminal record.

In order to monitor the effective implementation of the Equal Opportunities Policy, all applicants are required to complete this form at the same time as the application form. This form will be kept securely within The Personnel Department, separate from the application form and the information will not be used in the selection process.

CRIMINAL CONVICTIONS

We will not discriminate against ex offenders, and if you have to give details of unspent convictions, this will not normally automatically prevent you from being considered for employment. We will consider how each conviction could affect the job and these will only be taken into account if the offence is related to the type of work you would be doing.

For positions working with children, details of spent convictions must be given and the employment of individuals working with children or firearms will be subject to successful completion of the vetting process by Disclosure Scotland.

ASYLUM AND IMMIGRATION ACT 1996

In order to comply with the requirements of this Act, we must ensure that you are legally entitled to live and work in the UK. On your first day you will be required to produce documentation including a passport or full birth certificate and other documentation confirming your name and NI number or if applicable a Work Permit.

MEDICAL QUESTIONNAIRE

As part of our recruitment and selection process you will be required to complete a medical questionnaire after an offer of employment has been made. This will be kept confidential and only viewed by the Medical Advisors to The Gleneagles Hotel.

Please note that all job offers are subject to receiving satisfactory medical clearance from our Company Medical Advisor.

2.0 PERSONAL DETAILS

Surname		Initials
Address	Telephone Number	
Post Code	Mobile Phone Number	
E-mail address		

3.0 DRIVING LICENCE

Please complete only if you are applying for a position in:

Chauffeur Drive, Porter, Greenkeeping, Resort Sales, Guest Services, Gardens, Golf Operations, Golf Academy, Shooting & Fishing School, Regional Sales, Security.

Do you have a full current driving licence?	Yes	No
Do you have any penalty points?	Yes	No
If yes, please give details		

4.0 REFEREES

Please provide details of two referees - one of which must be your current or most recent employer. Referees should not be a relative.

Name	Name
Job Title	Job Title
Address	Address
Tel No	Tel No
Relationship	Relationship
May we contact prior to interview?	May we contact prior to interview?

Once a job offer is made, your present/most recent employer will have to be approached. However, prior to a job offer, the other referee or a previous employer may be contacted. All job offers are subject to 2 satisfactory references being received.

5.0 EMPLOYMENT HISTORY

Please provide details of your employment history to date, starting with your current or most recent post and accounting for any periods not spent in employment e.g. full time education or other circumstances.

Present/most recent Employer

Name and Address of Employer	Date started	Salary/Wage	Notice Required (or date left)
	Job Title and description of duties:		

Previous Employment

Dates		Name and address of employer	Job Title, main duties and responsibilities	Reason for leaving
From	To			

(Please note that The Gleneagles Hotel, may contact any of your previous employers either for a reference or to verify the information given)

6.0 QUALIFICATIONS AND TRAINING

Please indicate details of any qualifications, training courses undertaken, and membership of any professional bodies you consider relevant to this position. You may be asked to show original documents prior to commencement of employment.

(Where there is not sufficient space on the form please complete on a separate sheet of A4 paper, marking which section the information applies to, and attach at the back)

School Qualifications	Grade achieved
Further Education Qualifications	Grade achieved
Professional Qualifications	Grade/Membership
Training relevant to the post	Qualification achieved

7.0 KNOWLEDGE , SKILLS AND EXPERIENCE

Please explain why you think you meet the requirements of the position. You may draw on experience gained from employment, voluntary work or any outside interest.



8.0 WHY ARE YOU APPLYING FOR THIS POSITION?

(If you need more space, please use the Notes box on the following page)

9.0 DATA PROTECTION STATEMENT

In accordance with the Data Protection Act 1998, you are advised that information provided on this form will be used for recruitment, selection and equal opportunities purposes and may subsequently be used for payroll and human resources purposes on our computerised systems.

Unsuccessful applications will be destroyed within 6 months by shredding.

10.0 DECLARATION

I believe the above information to be correct and that all relevant sections have been completed. I understand and accept that the information may be checked and that any false statement or deliberate omission of information may disqualify me from appointment or render me liable to dismissal if discovered after employment has commenced.

11.0 Signature:

Date:

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EQUAL OPPORTUNITIES IN EMPLOYMENT

Personnel and Training Department
The Gleneagles Hotel
Auchterarder Perthshire
PH3 1NF
Telephone: +44 (0)1764 694243
Fax: +44 (0)1764 694386
E-mail: gleneagles.personnel@gleneagles.com

SURNAME:

FORENAME:

POSITION APPLIED FOR:

To allow us to monitor the effectiveness of our recruitment advertising please indicate where you initially saw this vacancy advertised.

PRESS ADVERTISEMENT	Please give details	
WEB SITE	Please give details	
JOB CENTRE	WORD OF MOUTH	OTHER - please give details

The Gleneagles Hotel is committed to equality of opportunity for all - and to taking action to avoid discrimination. You will be considered only on your ability to do the job you are applying for. Please complete the following information to be held separately from your Application.

PERSONAL DETAILS

Date of Birth	National Insurance Number
Details of relatives working at Gleneagles	

HEALTH

Do you require any special arrangements to enable you to attend for an interview ?
Please write here the details of any specific arrangements you require:

WORK ELIGIBILITY

What is your nationality?		
Do you require a work permit/visa to work in the UK?	Yes	No
Please indicate the type of work permit/visa and the expiry date:		

To comply with the Asylum and Immigration Act 1996 all applicants will require to show proof of identity and eligibility to work in UK on the first day of employment.

ETHNIC ORIGIN

How would you describe your ethnic/racial origin ?

Ethnic origin does not relate to nationality, place of birth or citizenship, but refers to members of an ethnic group who share the same cultural background and identity.

- | | | | | | | | |
|-------------------|--------------------------|------------------|--------------------------|-----------|--------------------------|-------------|--------------------------|
| Black - African | <input type="checkbox"/> | White | <input type="checkbox"/> | Indian | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Black - Caribbean | <input type="checkbox"/> | Asian | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> |
| Black - Other | <input type="checkbox"/> | (please specify) | | | | | |
| Other | <input type="checkbox"/> | (please specify) | | | | | |

REHABILITATION OF OFFENDERS ACT 1974

If you are applying for a position working with children you are required to advise of all convictions and will be required to complete a Disclosure Scotland Form. Positions include Playroom Assistant, Sports Coach, Lifeguard.

Spent Convictions	(only to be completed if the role involves working with children)
Unspent Convictions	(previous convictions will not automatically prevent you from gaining employment, convictions will be considered against the responsibilities of the role)

DATA PROTECTION STATEMENT

In accordance with the Data Protection Act 1998, you are advised that information provided on this form will be used for recruitment, selection and equal opportunities purposes and may subsequently be used for payroll and human resources purposes on our computerised systems.

DECLARATION

I certify that all statements given by me on this form are true to the best of my knowledge. I realise that if I am employed and it is found that such information is false or I have withheld information, I am liable for dismissal.

Signature:

Date:

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The GLENEAGLES word and Eagle Device are trade marks.