



The Royal Arms

A.P.A LEISURE

The Royal Arms, Main Street, Sutton Cheney, Warwickshire, CV13OAG

TEL 01455 290263 FAX 01455 290124

JOB APPLICATION FORM

Surname:			
Forename:			
Title (Mr/Mrs/Miss/Ms/Other):			
Maiden Name (if applicable):			
Present Address:			Post Code:
Permanent address: (if different)			
Telephone No.:			
Mobile Telephone No.:			
Work telephone (if convenient):			
Email address:			

Have you previously been employed by this company? If yes, please give details:	
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Job position you are	
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applying for/interested in
for future reference:

Please state why you are interested in applying
for this job position at The Royal Arms:

Present or most recent employment

Job Title:

Employer's name:

Employer's address:

Present salary:

Other benefits:

Period of notice required:

Date appointed: or			
Date employment ended:			
<u>Reason for leaving</u>		<u>Brief description of duties and responsibilities</u>	
1. Previous work experience			
Name of Employer:		Address:	
Job title:		Salary:	
Starting date:		Leaving date:	
<u>Reason for leaving</u>		<u>Brief description of duties and responsibilities</u>	

2. Previous work experience			
Name of Employer:		Address:	
Job title:		Salary:	
Starting date:		Leaving date:	
<u>Reason for leaving</u>		<u>Brief description of duties and responsibilities</u>	

3. Previous work experience			
Name of Employer:		Address:	
Job title:		Salary:	
Starting date:		Leaving date:	
<u>Reason for leaving</u>		<u>Brief description of duties and responsibilities</u>	

Further/Higher Education (Degree, Diploma, BTEC, City & Guilds, NVQ, etc.)		
Name of College/University:		
Qualification	Subject	Grade

Other Certificates/Training (Health & Safety, Technical, Membership of professional bodies)		
Qualification	Subject	Date of Expiry

Please list interests & hobbies below

Referees

Please give the names of two people or organisations that we may approach for business references. Any offer of employment would be subject to acceptable references. One referee must be your current employer, but we will not contact them until an offer of employment has been accepted. If you have not been employed, please nominate character referees, which should not include family members.

1. Name:		Capacity:	Professional/ Character
Address:			
Daytime phone numbers:			
Email:			
2. Name:		Capacity:	Professional/ Character
Address:			
Daytime phone numbers:			
Email:			

Do you have full –time use of a motor vehicle?	
Do you have a current driving licence?	
Do you have any driving endorsements? If yes please give details:	

Have you ever been convicted of a criminal offence? (declaration subject to the Rehabilitation of Offenders Act 1974)	Yes/No
If yes please give details:	

Under the Asylum and Immigration Act, ALL employees must provide evidence to demonstrate their right to work in the UK. Please indicate what documentation you will bring to your interview:

Passport	Yes/No
Birth certificate	Yes/No
Travel document eg. Passport (showing an authorisation to reside and work in the UK	Yes/No
Workers Registration Scheme (Application or Certificate)	Yes/No

Equal Opportunities

The Royal Arms is committed to providing equality of opportunity in employment. To help us to ensure that 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 purpose other than as stated above and will be treated as confidential.

If you have a disability please tell us about any adjustments we may need to assist you at interview below:

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To allow us to monitor the effectiveness of our policy, please indicate your ethnic origin:

- | | | | |
|---------------------------------|---|---|---------------------------------------|
| <input type="checkbox"/> White | <input type="checkbox"/> Black, African | <input type="checkbox"/> Black, Caribbean | <input type="checkbox"/> Black, other |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Other | | | |
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Thank you for completing this form. Before signing it, please be sure to read through carefully what you have written, and check that you have filled in all the sections. Your signature will be taken as:

- Acknowledgement that all the information you have provided is complete, correct and not misleading
- Your understanding that any offer is subject to the receipt of acceptable references and your permission for us to approach previous employers to obtain references
- Your agreement to provide documentary evidence of your eligibility to work in the UK
- Your consent to us recording your data and disclosing information contained in this form to third parties as we feel appropriate.

Signature:

Date:

Return your completed form to:

Puja
The Royal Arms
Main Street
Sutton Cheney
CV13 0AG

Please provide any additional relevant information below to support your application.

Office Use

Add dates and initials as appropriate.

Interview date and time:
Interviewed by:
Interview comments:
Action Taken: OFFER/HOLD/REGRET/OTHER ROLE If no, reasons:
Details of offer (salary, job title):
Applicant informed:
Signed confirmation of acceptance received:
Start date:
Asylum and Immigration Act, evidence of right to work in UK (and copies on file):
Received : P45 P46 P38S Bank details

References requested (to and date):