SHOREFIELD
HOLIDAYS LIMITED

EMPLOYMENT APPLICATION FORM

INVESTOR IN PEOPLE

For office use only:
Vacancy Ref No:
Vacancy App No:

Position Applied for: ……...Park:…….

Where did you see the vacancy advertised:……..

Personal Details (please complete in BLOCK CAPITALS)

Surname……Previously known as…….……

Forenames……..……

Permanent address and Post Code……..

……

If less than one year please give previous address……

……...

Home Telephone Number……Mobile Number……...

Email Address…….

National Insurance Number …….. (**MUST BE PROVIDED**)

Do you live with or have a relationship with or know any past or present employee of Shorefield Holidays Limited? Yes/No

If yes please give details ……..

Have you previously worked for or applied for employment at Shorefield Holidays Limited? Yes/No

If yes please give details ……..

Do you or does a member of your family own a holiday home on one of our parks? Yes/No
If yes, which park /unit….. ……...

Do you have a current full UK Driving Licence? Yes/No
(you may be required to drive a company vehicle)

Do you own a car? Yes/No
(you may be required to use your car for work purposes)

Employment History

Please give details of your previous employment starting with your present or most recent job - continue on a separate sheet if necessary

Employers Full Name and Address……

……..

Dates Employed From……..To……Final Salary……

Position held (Job Title) including a brief description of duties……..

……..

Reason for Leaving ……..…….

Employers Full Name and Address……

……..

Dates Employed From……..To……Final Salary……

Position held (Job Title) including a brief description of duties……..

……..

Reason for Leaving ……..…….

Employers Full Name and Address……

……..

Dates Employed From……..To……Final Salary……

Position held (Job Title) including a brief description of duties……..

……..

Reason for Leaving ……..…….

Education and Qualifications

Please give details of your education and qualifications starting with the most recent

Name of School/College/University	Qualifications Obtained	Grade Achieved

Training

Please give details of any other training you have received that may be relevant to this Application. If you are offered employment we will need to take photocopies of relevant certificates. Please bring originals with you if you are called for interview.

Date	Details of training

General Experience

Please give details of other experiences, knowledge and abilities you have gained both in and out of work that you feel show your ability to perform in the position(s) that you have applied for

Do you hold any positions of civic or social responsibility, public or voluntary commitments? Yes/No

If yes, please give details……

Have you ever been convicted of a criminal offence which is not yet spent under the Rehabilitation of Offenders Act 1974? Yes/No

If yes, please give details……

Do you have any prosecution pending Yes/No

If yes, please give details……

As part of the conditions of employment we may need to carry out a Police or CRB check on you. Would you have any objection to this Yes/No

References

Please provide details of 3 individuals, not related to you, from whom we may obtain references. One of these **must** be from your present or most recent employer, unless you have not been employed before. One can be a school/college tutor. The rest can be either previous employers or personal references. Referees may not be a current employee of Shorefield Holidays Limited.

Reference 1

Name & Title (Mr/Mrs/Ms/Dr)……..…….

Address & Post Code……

……..

Referee's Position in Company …….…

Email Address…….Telephone Number…….

How long have you known this person?.....May we approach them now Yes/No

How do you know them?.....

Reference 2

Name & Title (Mr/Mrs/Ms/Dr)……..…….

Address & Post Code……

……..

Referee's Position in Company …….…….

Email Address…….Telephone Number…….

How long have you known this person?.....May we approach them now Yes/No

How do you know this person?.....

Reference 3

Name & Title (Mr/Mrs/Ms/Dr)……..…….

Address & Post Code……

……..

Referee's Position in Company …….…….

Email Address…….Telephone Number…….

How long have you known this person?.....May we approach them now Yes/No

How do you know this person?.....

Please complete this application form fully even if submitted with a current CV.

I declare that, to the best of my knowledge and belief, the information given in this application is correct. I consent to this information being held on file in accordance with the Data Protection Act 1998.

Signature…… Dated…….

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HOLIDAYS LIMITED

EQUAL OPPORTUNITIES QUESTIONNAIRE

Shorefield Holidays Limited is committed to equal opportunities. The information requested on this form is for monitoring equal opportunities within the selection process at Shorefield Holidays Limited. The information provided will be used for statistical purposes only.

TITLE: MR / MRS / MISS / MS / OTHER

MARITAL STATUS: SINGLE / MARRIED / WIDOWED / SEPARATED / DIVORCED

AGE: _____

DATE OF BIRTH: _____

NATIONALITY: _____

PLACE OF BIRTH: _____

ETHNIC ORIGIN:

ASIAN CHINESE	ASIAN INDIAN
ASIAN PAKISTANI	BLACK AFRICAN
BLACK CARIBBEAN	BLACK UK
BLACK OTHER	WHITE
OTHER	

Any other race or ethnic group (please describe): _____

Do you require a Work Permit to legally work in this country? Yes / No

If you are offered employment you will be required to prove to our satisfaction that you have a right to be in and to be employed in the UK (Asylum and Immigration Act 1996)