

FOR OFFICE USE ONLY

Received:

Action:



Cheddar
Somerset
BS27 3QF
01934 742343

APPLICATION FOR EMPLOYMENT

This form has been designed to tell us all we need to know about you at this stage. Please complete the form carefully as it is an important part of our selection procedure and will help us make the best use of any interview that may follow.

Position Applied for:	Duration: All Season <input type="checkbox"/> Holidays only <input type="checkbox"/>	Hours: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Dates available for Work: From To
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PERSONAL INFORMATION

Surname	First Names
Address	Home Telephone
.....	Work Telephone
.....	Mobile Phone
.....	
Post Code	Do you possess a current driving licence ? YES/NO
	Do you own a Car? YES/NO
	If 'NO' how do you propose to travel to work?

	Details of any current or pending endorsements

Do you have the right to take up employment in the UK ? YES/NO	

EDUCATION From GCSE or equivalent to degree level

From	To	Establishment	Qualifications gained

FURTHER EDUCATION Postgraduate education or study or any other professional qualifications

From	To	Establishment	Qualifications gained

WORK EXPERIENCE

From	To	Name & Address of Employer	Job Title, duties and responsibilities and reason for leaving

OTHER INFORMATION

Who do you know employed by Cheddar Gorge?	Period of notice required by present employers?
Do you have any part time jobs or commitments which might limit your availability for work? (If Yes, give details)	YES/NO
Do you have any holiday commitments which might limit your availability for work? (if Yes, give details)	YES/NO
Have you been convicted of a criminal offence which is not 'spent' or exempted under the terms of the Rehabilitation of Offenders Act 1974 ? (If Yes, give details)	YES/NO
How do you spend your leisure time ?	

Please self-assess yourself

	Excellent	Good	Average	Below Average	Poor
Time Keeping & Punctuality					
Honesty & Personal Integrity					
Personal Appearance & Tidiness					
Sickness Absence & Reliability					
Sociability & Selling Skills					
Awareness & Body Language					
Customer Service Skills					

Please use this space to say why you are interested in working for Cheddar Gorge or Costa Coffee and provide any other information that may assist your application eg. details of any other skills, experience or achievements that you feel are relevant.

REFEREES

Please give details of two referees, one of whom must be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Neither referee should be a relative or contemporary. Can they be contacted at this stage? YES/NO

Name	Job Title and Address	Telephone

DECLARATION

I declare that the information I have given on this application form, is to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to the Company processing the information supplied on this application form for the purposes of recruitment and selection.

Signed Date

Please return the Form to: Recruitment, HR Department, Longleat, Warminster BA12 7NW
or e-mail: emilln@longleat.co.uk