



# Recruitment Application Form

Private & Confidential

General Application

Position Applied For:.....

Date of Application:.....

Title (Mr/Mrs/Miss/Ms):..... Surname:.....

Forenames:.....

Address:

.....

.....

.....

Postcode:.....

Tel No Home:..... Mobile:.....

Email Address:.....

Date of Birth:.....

Nationality:.....

Car Owner: Y / N\*          Current Driving Licence Y / N\*

(At any time continue on another page if necessary)

(\* = circle as appropriate)



**Present Employer or most Recent Employer**

Company Name:.....

Address:.....

Current salary/wage rate:..... Notice:.....

Position held:.....

Date of appointment.....

Description of duties.....

Reason for leaving:.....

**Previous Experience (chronological order)**

Employer	Designation	Wage/Salary	Dates

**Education—Schools/College/University**



**Qualifications**

Please give details of all qualifications.

**Training**

Please give details of courses you have undertaken even if not work related

**Please give brief details of relevant experience, skills and any other information in support of your application**



**Hobbies and Interests**

**Referees (one of which should preferably be your present employer)**

Name:

Job title:

Address:

Tel:

Relationship to you:

Name:

Job title:

Address:

Tel:

Relationship to you:

Are you a registered Disabled Person Yes / No\*

Are you prepared to work weekends Yes / No\*

Are you prepared to work evenings Yes / No\*

If appointed when could you commence work?.....

Are you interested in Full Time work? Yes / No\*

Are you interested in Part Time work? Yes / No\* Number of hours.....

Have you ever had any criminal convictions?.....

Do you have any medical conditions that may affect your safety at work?.....



**Tick the areas of the business you are prepared to work in:**

- Front of House** - serving customers
- Bar**—serving and preparing drinks (minimum age 18 years)
- Kitchen**— pot wash and assisting chefs
- Weddings & events**—assisting with a variety of tasks from set up and service to close down

**Any additional information:**

I confirm that the details in this application are correct and complete.

I understand that canvassing or giving false information will disqualify my application, or if discovered after appointment may be regarded as grounds for dismissal.

Signed..... Dated.....

Thank you for your interest in working for Aston Marina.

**For Office Use only**

- Date of enquiry for position:.....
- Enquiry by letter/telephone/person/by relative/email:.....
- Date application received:.....
- Was a cover letter/CV attached:.....
- Date of acknowledgement:.....
- Date of interview:.....
- Date of trial/training:.....
- Concluding correspondence:.....