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| APPLICATION FOR EMPLOYMENT | | |
| CSH_Black | Crown Spa Hotel  Esplanade  Scarborough  North Yorkshire  YO11 2AG  Tel: 01723 357400  Chariet Ltd Co No. 03193438 |  |
| Recruitment Privacy Notice   1. The information you supply to Crown Spa Hotel will only be used for the purpose of recruitment for the position you are applying for. The Legal Basis for processing your data is a Legitimate Interest, to try and fulfil our recruitment requirements. 2. The data will be seen by the HR team and the managers in the department you are applying to work. 3. Your Application Form / CV will be stored securely in a locked office. 4. Your data will be processed for a period of 6 weeks from the date of application, whilst we recruit for this position. 5. If unsuccessful for the position, the Application Form / CV will be retained for 6 months and will then be destroyed. 6. The data will not be shared with any third parties.   Your rights   1. Under the General Data Protection Regulation (GDPR) you have a number of rights with regard to your personal data:    1. Right to be informed – see points 1-6 above.    2. Right of rectification – if any of your data is incorrect, you have a right to have it corrected.    3. Right to object - if you are not happy with the above, please contact us to object to how we will be processing your data.    4. Right to restrict processing    5. Right to data portability    6. Right to erasure    7. Right to notify    8. Right of access 2. You have the right to lodge a complaint to the Information Commissioners’ Office if you believe that we have not complied with the requirements of the GDPR with regard to your personal data. 3. If you have any concerns as to how your data is processed, you can contact:   HR Manager at HR@crownspahotel.com  Or you can write using this address:  HR Manager  Crown Spa Hotel  Esplanade,  Scarborough,  North Yorkshire,  YO11 2AG | | |

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| PERSONAL DETAILS | | | | | | | | | | | | |
| What position are you applying for? | | | | | | | | | | | | |
| Mr/Mrs/Miss/Ms | | | | First Names | | | | Surname | | | | |
| Address |  | | | | | Previous Name (if applicable) | |  | | | | |
|  | | | | | Tel Home | |  | | | | |
|  | | | | | Tel Mob | |  | | | | |
|  | | | | | Email address | |  | | | | |
| Post Code |  | | | | | Nat. Ins. No | |  | | | | |
| Birth Place |  | | | | | Nationality | |  | | | | |
| Are you a Non-British citizen and non European Economic Area National? | | | | | | | | | | | Yes | No |
| Date of entry into the UK? | | |  | | | | How long are you intending to stay in the UK? | | |  | | |
| Do you have a Work Permit? | | |  | | | | If yes, what type and number? | | |  | | |
| Have you ever been convicted of a criminal offence, which is not spent as defined in the Rehabilitation of Offenders Act 1974?  **For the purpose of this post you are required to provide this information** | | | | | | | | | | | Yes | No |
| Will you require any reasonable adjustments to assist you during the interview process if you are successful? | | Yes | | | No | If yes, please give details… | | | | | | |
| Do you have a friend or relative employed with this company? | | | | | | Yes, please give details | | | No | | | |
| Notice period required with current employer? | | | | | | | | | | | | |
| What is your current salary? | | | | | | | | | | | | |

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| EDUCATION (secondary and above) | | | | | | | | | | | |
| From | | To | | Name and Address of School, College etc | | | | Qualifications Gained | | | |
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| Are you over the age of 18 for the purpose of supplying alcohol by retail as per the licensing act 2003 | | | | | | | | | Yes | | No |
| Please give details of relevant qualificatons or training courses you have attended, or skills you have : | | | | | | | | | | | |
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| EMPLOYMENT | | | | | | | | | | | |
| From | To | | Name and Address of Employer | | Job Title | Duties | Rate of Pay | | | Reason for Leaving | |
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| GENERAL COMMENTS |
| Please deatil your reasons for applying for this position, your main achievements and strengths you will bring to the post. If you feel there is insufficient space, please continue on a separate sheet. |
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| REFERENCES | | | | |
| The Company requires references covering the last 5 years of employment. If you have not been in employment for this period then we require character/college references (no information will be sought from your present employer without your consent? | | | | |
| Type of reference School/College/Employer/Character Please state which | |  | | |
| Name |  | | | |
| Address |  | | | |
| Postcode |  | | | |
| Telephone |  | | Email |  |
| Type of reference  School/College/Employer/Character  Please state which | |  | | |
| Name |  | | | |
| Address |  | | | |
| Postcode |  | | | |
| Telephone |  | | Email |  |
| Type of reference  School/College/Employer/Character  Please state which | |  | | |
| Name |  | | | |
| Address |  | | | |
| Postcode |  | | | |
| Telephone |  | | Email |  |

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| **Proof of eligibility**  **The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act). We are required to check that all employees are eligible to work within the UK. Please confirm that, if you are offered a position within our organisation, which of the document(s) you would be prepared to supply to us and allow us to check and make a copy.**  **List A** | |
| 1. A British Citizen passport. |  |
| 1. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area or Switzerland. |  |
| 1. A registration certificate or document certifying or indicating permanent residence issued by the Home Office, Border and Immigration Agency or UK Border Agency to a national of a European Economic Area country or Switzerland. |  |
| 1. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland. |  |
| 1. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. |  |
| 1. A **current** passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK. |  |
| 1. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer. (This could be: P45, P60, National Insurance Card, or a letter from a Government Agency.) |  |
| 1. A full Birth Certificate or adoption certificate issued in the United Kingdom, which include the name(s) of at least one of the holder’s parents or adoptive parents, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer. (This could be: P45, P60, National Insurance Card, or a letter from a Government Agency.) |  |
| 1. A full Birth Certificate or adoption certificate issued in the Channel Islands, Isle of Man or Ireland, which include the name(s) of at least one of the holder’s parents or adoptive parents, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer. (This could be: P45, P60, National Insurance Card, or a letter from a Government Agency.) |  |
| 1. A certificate of Registration or Naturalisation as a British Citizen, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer. (This could be: P45, P60, National Insurance Card, or a letter from a Government Agency.) |  |
| **List B** |  |
| **Group 1- Documents where a time limited statutory excuse lasts until the expiry date of leave.** |  |
| 1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. |  |
| 1. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the person named can currently stay in the UK and is allowed to do the type of work in question. |  |
| 1. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non European Economic Area national who is a family member of a national European Economic Area or Switzerland or has a derivative right of residence. |  |
| 1. A **current** immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person’s permanent national insurance number and their name issued by a government agency or previous employer. |  |
| **Group 2 – Documents where a time statutory excuse lasts for 6 months.** |  |
| 1. A certificate of application issued by the Home Office under regulation 17(3) or 18A(2) of the immigration (European Economic Area) Regulation 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with a** **Positive Verification Notice** from the Home Office Employer Checking Service. |  |
| 1. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service. |  |
| 1. **A Positive Verification Notice** from the Home Office Employer Checking Service to the employer or perspective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. . |  |

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| NIGHT WORKERS | |
| I am aware of the need for adequate rest periods during the day when working at night and I will ensure that I get sufficient rest. I will not undertake alternative paid employment during the daytime which may have a detrimental effect on my ability to carry out my duties safely and efficiently. | |
| Applicant’s  Signiture |  |
| Print Name |  |
| Date |  |
| DECLARATION | |
| I understand that the completion of this form does not guarantee employment. I certify that all the information given on this form is true and accept that any mis-statement or suppression of material may mean the cancellation of any appointment, which is also made subject to the receipt of satisfactory references. | |
| Applicant’s  Signiture |  |
| Print Name |  |
| Date |  |

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| FOR OFFICE USE | |
| Date of 1st reading |  |
| Shortlisted | Yes / No |
| Interview arranged |  |
| Reason for Rejection |  |
| Signed |  |
| Notes | |