



## Application Form

### About Shire Hotels...

In 1980 we decided to create a new part to our business - Shire Hotels was formed to develop hotels based on 'traditional hospitality at its best'.

From these small beginnings with hotels mainly in the North, Shire Hotels today has hotels all over the country and many loyal guests. Our success has grown and one of the main reasons is the difference that our people make in the business. We will make sure that every single person is aware of the origins of our success so that they can continue to make this difference - ensuring that Shire Hotels has been built to last.

When employed, you will receive training and regular feedback on the contribution you are making to this success. Our firm belief is that our customers value the difference we make and Shire Hotels will give you all of the support you need to make that difference.

Position Applied For: .....

How did you hear about this vacancy  Newspaper  Friend  Agency  Website/Internet  Job Centre  
 Other .....

Please indicate which of the following groups is applicable to you.

Please tick as appropriate  
 16 - 17   
 18 - 20   
 21+

Where necessary this information is required for the purposes of the National Minimum Wage Act 1998.

### Personal Information

Forenames: .....

Surname: .....

Address: .....

Postcode: ..... Home Phone Number: .....

Person(s) to contact in an emergency: .....	Person(s) to contact in an emergency: .....
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Telephone Number: .....	Telephone Number: .....
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Address: .....	Address: .....
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Relationship: .....	Relationship: .....
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Do you need a work permit? Yes  No  National Insurance Number:

Eligibility  
 In line with the requirements of the Asylum & Immigration Act 1996, all applicants must be eligible to live and work in the UK. Documented evidence of eligibility will be required from candidates as part of the recruitment process. Please select which documented evidence you are able to present at selection stage.

Passport  Birth Certificate  Registration/ID Card  Other please specify .....

## Your Education

Please indicate your most recent areas of study or school work:

Name of School or College	Qualification

What is your term time address (if still studying): .....

When will your course be completed: .....

## Hours/Day Available For Work - Vacational and Casual staff only

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day	Day	Day	Day	Day	Day	Day
Evening	Evening	Evening	Evening	Evening	Evening	Evening

Would you like to work: Full Time (16+hrs)  Part Time (up to 16 hrs)

Would you like a Temporary  or Permanent  position

## About You

The questions below are designed to let us know more about you. There are no right or wrong answers, we will discuss these with you at interview.

Tell us about any training you have had in dealing with customers:

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What do you think a customer or work colleague would like about you?

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Describe what qualities and skills you have to contribute to the Shire Hotels team

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## Your Pastimes

Now think about any activities you might take part in OUTSIDE OF WORK.  
List them below and tell us why you enjoy the activities you are involved in.

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## Employment

Please list the jobs you have held starting with your current or most recent and working backwards

Dates	Full Company Name	Job Title	Key Responsibilities	Reasons For Leaving	Leaving Salary
From  To					
From  To					
From  To					
From  To					

## Shire Hotels Core Values

- We are passionate about the way we treat our customers.
- We use every customer contact as an opportunity to sell by delivering traditional hospitality.
  - We respect each other and work as a team upholding our family values.
  - We approach everything that we do with our future success in mind.
- We are proud of our hotels and we will work hard to uphold our differentiation.
  - We all have a desire to succeed - both as individuals and as a company.

We recruit people who have these core values.

### Your Referees

Please indicate two referees who might be able to tell us more about you. One of these should ideally be your most recent employer or head teacher/tutor. The other should be someone who knows you but is not a friend or relative. References will not be taken up before interview. Please do not enclose references with this form.

Name: .....	Name: .....
Address: .....	Address: .....
.....	.....
..... Postcode: .....	..... Postcode: .....
Relationship: .....	Relationship: .....

Thank you for completing this form - we wish you well with your application. Before signing it, please be sure to read through carefully what you have written and check that you have filled in all of the sections.

Your signature will be taken as:

1. Acknowledgement that all the information you have provided is complete, correct and not misleading.
2. Your understanding that any offer of employment is subject to references being obtained which satisfy the company and your permission for us to approach referees and previous employers to obtain references.
3. Your authorisation for Shire Hotels to contact relevant authorities should we need to check any other information concerning your application to join us. This will include checks to ensure regulations concerning your right to work in the UK are adhered to inline with the Asylum and Immigration Act 1996.
4. Your authorisation for Shire Hotels to determine your right to work in this country.

Signed..... Date .....