

Ralph Trustees Limited
APPLICATION FOR EMPLOYMENT

Thank you for your interest in our company. We would like to draw your attention to our Company Values, which indicate the culture of our Company. These are found in our Recruitment Packs and on our Web Sites. We ask that when you complete the form you do so by giving as much information as possible. Unless all fields are completed your application will not be considered.

Position Applied for:		Job Reference (if applicable):	
How did you hear about the vacancy?			
Why have you decided to apply to work here?			

PERSONAL

Forename:		Surname:	
Address:		Daytime Telephone Number:	
		Other:	
Postcode:		Mobile Telephone Number:	
Email Address:			
Are you in good health?	<input type="checkbox"/> Yes <input type="checkbox"/> No? Please give details below.		

EMPLOYMENT

To which of the following properties in the group are you applying or would consider a position?	
<input type="checkbox"/>	The Grove – located in Chandlers Cross, Hertfordshire – www.thegrove.co.uk
<input type="checkbox"/>	the runnymede~on~thames – located in Egham, Surrey – www.therunnymede.co.uk
<input type="checkbox"/>	Athenaeum Hotel & Apartments – located in Piccadilly, London – www.athenaeumhotel.com
<input type="checkbox"/>	Greengarden House – located in St Christopher's Place, London – www.greengardenhouse.com

Are you legally eligible for employment in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
National Insurance Number: (You will be asked to provide evidence of this if selected)	
Do you need a visa/permit to gain employment in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have one, please state type:	
Expiry date?	
Is the Visa/Permit linked to your current employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No

How many hours per week are you allowed to work?

What is the type of position you are looking for:

Permanent – Full time

Permanent – Part time, please state hours or days:

Fixed Term, Please state length of availability:

Casual

On what date would you be available to start work?

Pay expected:

£

Per

If offered a position will you continue to work in any other capacity?

Yes No

Have you previously worked for us?

Yes No

If yes – please give Hotel, dates and position on leaving:

Have you ever been convicted of any criminal offences, which are not 'spent' under the Rehabilitation of Offenders Act 1974?

Yes No

If yes, please give details:

Ralph Trustees Ltd is committed to providing people with disabilities the opportunity to compete equally with other applicants. Do you have any disabilities which may affect your application or how you perform the job in question?

Yes No

If yes, please describe your disabilities and any reasonable adjustments which you feel should be made to the recruitment process or the job itself to enable you to carry out the job.

Please outline the skills and experience you have gained through paid employment and other work activities and interests which are relevant to your application for this job:

LANGUAGE SKILLS

Language spoken	Basic	Moderate	Fluent	Language written:	Basic	Moderate	Fluent
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EDUCATIONAL DETAILS Since age 14, please list most recent first

Name and location of School/College/University	Qualification with subject & dates	Grade achieved

Please state what computer packages you are familiar with:

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PROFFESIONAL / VOCATIONAL QUALIFICATION and / or MEMBERSHIP (if any)

Name of Organisational/Body	Name of Institute/College (if relevant)	Qualifications & stages attained with date (if relevant)

EMPLOYMENT HISTORY

Please list present and past employment, beginning with your most recent

Full Name/Address of Employer:			
Type of Business:		Tel:	
Name of Supervisor:			
Your Job Title:			
Dates of Employment:			
Describe the work you did:			
Starting salary:	Leaving salary:	Reason for leaving:	
£ <input type="text"/> per <input type="text"/>	£ <input type="text"/> per <input type="text"/>	<input type="text"/>	

Full Name/Address of Employer:			
Type of Business:		Tel:	
Name of Supervisor:			
Your Job Title:			
Dates of Employment:			
Describe the work you did:			
Starting salary:	Leaving salary:	Reason for leaving:	
£ <input type="text"/> per <input type="text"/>	£ <input type="text"/> per <input type="text"/>	<input type="text"/>	
Full Name/Address of Employer:			
Type of Business:		Tel:	
Name of Supervisor:			
Your Job Title:			
Dates of Employment:			
Describe the work you did:			
Starting salary:	Leaving salary:	Reason for leaving:	
£ <input type="text"/> per <input type="text"/>	£ <input type="text"/> per <input type="text"/>	<input type="text"/>	
Full Name/Address of Employer:			
Type of Business:		Tel:	
Name of Supervisor:			
Your Job Title:			
Dates of Employment:			
Describe the work you did:			
Starting salary:	Leaving salary:	Reason for leaving:	
£ <input type="text"/> per <input type="text"/>	£ <input type="text"/> per <input type="text"/>	<input type="text"/>	

REFERENCES

Please give details of two people (not relatives) including your present or previous employer/tutor we could approach for references.			
Name:	<input type="text"/>	Name:	<input type="text"/>
Occupation:	<input type="text"/>	Occupation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Telephone:	<input type="text"/>	Telephone:	<input type="text"/>

DATA PROTECTION ACT

The information collected in this Application Form is for the purpose of assessing your qualifications and skills against selection criteria, to able to contact you and to gather statistics for research. This form will be held by the person responsible for Human Resources at the location(s) to which you are applying and will only be seen by those people involved in the recruitment process. Applications will be kept for 4 months unless otherwise stated.

DECLARATION

An offer of employment is subject to documentary evidence of your right to work in the United Kingdom, a medical examination (if required) and the receipt of satisfactory references. References are only taken once an offer has been made and accepted.

I authorise Ralph Trustees Limited (RTL) to obtain references to support this application once an offer has been made and accepted.

I consent to RTL processing, by means of computer database or otherwise, any information which I provide them for the purpose of recruitment, selection and employment with the company.

I confirm that I understand the above and that to the best of my knowledge, the information on this form is correct and if any information is subsequently found to be false then I understand that this could result in the withdrawal of any offer of employment or, if employed, dismissal.

Your application once received via email will be accepted and have the same legal implications as though the applicant has signed for the document.

FOR OFFICE USE ONLY

<input type="checkbox"/>	Offer to be made	Work location:		Salary:	
		Position:		Start Date:	
<input type="checkbox"/>	Application to be held on file (unless otherwise stated)				
<input type="checkbox"/>	Regret – please select reason				
	<input type="checkbox"/>	No right to work in the UK			
	<input type="checkbox"/>	Lack of appropriate experience			
	<input type="checkbox"/>	Lack of relevant qualifications			
	<input type="checkbox"/>	Inability to demonstrate professional or technical ability			
	<input type="checkbox"/>	Inappropriate expectation of applicant (mismatch)			
	<input type="checkbox"/>	Genuine occupational qualification			
	<input type="checkbox"/>	Applicant withdrawn			
	<input type="checkbox"/>	Failure to attend interview			
	<input type="checkbox"/>	Satisfactory but better candidate selected at interview			
	<input type="checkbox"/>	Unsatisfactory references			
	<input type="checkbox"/>	Any other reason (clarified with HR)			
SIGNATURE				DATE:	

EQUAL OPPORTUNITIES

Please complete this section to assist us in monitoring the efficiency of our Equal Opportunities Policy.

Monitoring for Equal Opportunities is recommended by the code of best practice for the elimination of discrimination on the grounds of sex, race, colour and national origin.

The information contained in this section is used only for statistical purposes by monitoring the effectiveness of our Equal Opportunities Policy and does not in any way form part of our selection process.

Please describe your ethnic origin:

<input type="checkbox"/>	Asian or Asian British
<input type="checkbox"/>	Bangladeshi
<input type="checkbox"/>	Indian
<input type="checkbox"/>	Pakistani
<input type="checkbox"/>	Other, Please state
<input type="checkbox"/>	Black Caribbean
<input type="checkbox"/>	Black African
<input type="checkbox"/>	Black Other (mixed parentage)
<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Other, (inc. Arab; Iranian & Other Mixed Origin)
<input type="checkbox"/>	White

Gender

<input type="checkbox"/>	Female
<input type="checkbox"/>	Male