



### JOB APPLICATION

*Please complete this application form in ink if returning by post*

Position applied for:	Other positions you would consider:
<b>Within which Company in Southwater Event Group are you interested in working?</b>	
Please circle: <b>The International Centre</b> <b>Holiday Inn Telford/Ironbridge</b> <b>The International Hotel</b> <b>Ramada Telford Ironbridge</b>	
Do you have any friends/relatives who work for any of the Southwater Event Group Companies? <b>Yes No</b>	
If yes, please provide their names and circle the relevant Company: _____	
The International Centre / Holiday Inn Telford/Ironbridge / The International Hotel / Ramada Telford	
Employment status:	Full Time      Part Time      Casual Work
Where did you hear about this vacancy? Please circle:	
Company Website / Telephone / Another employee / Jobcentre Plus / Other _____	
Have you previously worked for any of our Group Companies? <b>YES NO</b>	
If yes, please highlight: The International Centre / Holiday Inn Telford/Ironbridge / The International Hotel / Ramada Telford Ironbridge (formerly Grays Hotel & Conference Centre)	
<b>PERSONAL DETAILS</b>	
Surname:	Forename(s):
Home Address:	
Mobile Telephone:	Landline Telephone:
National Insurance No.	Email:
<b>GENERAL INFORMATION</b>	
Minimum salary acceptable:	Date available to start:
Do you have a valid work permit?    Yes    No	Nationality:
Have you been convicted of any criminal offences, which are not yet spent under the Rehabilitation of Offenders Act 1974?    Yes    No    If Yes, please explain:	
Do you hold a current driving licence?	Yes    No
Do you write or speak any other languages? If so, please provide further information:	Yes    No
Hobbies and Interests:	

**EDUCATION**

Name & Address of School, College, etc.	Qualifications Gained
Other relevant qualifications, courses or awards (eg Food Hygiene, NVQs or First Aid Certificates):	

**EMPLOYMENT** (Please state most recent employment first)

Date From	Date To	Company Name & Address	Job Title & Summary of Duties	Salary	Reason for leaving

**ADDITIONAL INFORMATION**

Please provide any additional information which you feel would be useful in considering your application for employment, including details of membership of any professional organisations or associations:

**REFERENCES** (Two referees must be provided one of which must be your current or most recent employer. Please note other references may be taken up if your application is successful).

No information will be sought from your present employer without your prior consent	
Name:  Address:    Telephone Number:	Name:  Address:    Telephone Number:

**DECLARATION**

I confirm that the above information is correct and true, and has no deliberate omissions. I understand that if this does not prove to be the case, there may be sufficient grounds for cancelling any agreement made with this Company.

I agree that in submitting this application, references provided can be taken up.

Signature of applicant: .....

Name in print: ..... Date: .....

**Thank you for your application.**

*Please note if you are not contacted within 3 weeks of submitting your application, you may assume you have not been called for interview. A letter of regret will not be sent to you.*

## EQUAL OPPORTUNITIES MONITORING FORM

In accordance with our policy on equal opportunities in employment, Southwater Event Group will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. In order to monitor and assess the effectiveness of this policy we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the information requested on this form.

All information will be treated in confidence and will not be seen by those directly involved in the appointment process. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes.

Thank you for your assistance.

<b>Position Applied For:</b>						
<b>Gender:</b>	Male <input type="checkbox"/>			Female <input type="checkbox"/>		
<b>Marital Status:</b>	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Divorced <input type="checkbox"/>	Separated <input type="checkbox"/>	Widowed <input type="checkbox"/>	Civil Partner <input type="checkbox"/>
<b>Ethnic Group:</b>	<b>White</b> <input type="checkbox"/> White <input type="checkbox"/> Irish <input type="checkbox"/> Other			<b>Black</b> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Other		
	<b>Asian</b> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other			<b>Chinese</b> <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other		
<b>Do you consider yourself as disabled?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>						
If Yes, please give details:						
<b>Age Group:</b>	16-17 <input type="checkbox"/>	18-21 <input type="checkbox"/>	22-35 <input type="checkbox"/>	36-45 <input type="checkbox"/>	46-55 <input type="checkbox"/>	56+ <input type="checkbox"/>
Please note: we do not recruit applicants who are of compulsory school age, i.e. up to the last Friday of June in the academic year in which you become 16. <b>Applicants applying for positions involving bar work or kitchen stewarding must be at least 18 years of age.</b>						

**Please return this form along with your application to:**

Liahna Howes, HR Administrator  
 Southwater Event Group HR Department  
 c/o Telford International Centre  
 St Quentin Gate  
 TELFORD TF3 4JH  
 Tel: 01952 281592  
 Fax: 01952 425001  
[liahna.howes@southwatereventgroup.com](mailto:liahna.howes@southwatereventgroup.com)