**Bay Leisure Ltd**

**Employment Application Form**

***Confidential***

Bay Leisure Ltd is committed to becoming an Equal Opportunities Employer. All appointments will be made in line with our Equal Opportunities policy.

Please complete in **BLOCK CAPITALS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **POST TITLE:** | | | | | | | |
| **CLOSING DATE: POST PREFERENCE:** | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | |
| Surname:  First Name:  Telephone: Home:  Work:  Mobile: | | | Address:  Post Code:  Email: | | | | |
| **EMPLOYMENT HISTORY** | | | | | | | |
| **PRESENT EMPLOYMENT** | | | | | | | |
| Name and Address of Present Employer: | | | Job Title:  Date Commenced:  Present Salary:  Period of Notice Required: | | | | |
| Duties:  Reasons for wanting to leave: | | | | | | | |
| **PREVIOUS EMPLOYMENT (From most recent post):** | | | | | | | |
| **Dates**  **From – To** | **Employer** | **Job Title/ Duties** | | **Salary** | **Reason for leaving** | | |
|  |  |  | |  |  | | |
| **EDUCATION AND TRAINING (Please include all education and training undertaken)** | | | | | | | |
| **School/College/Other** | | **Qualification** | | **Grade** | **Year** | | |
|  | |  | |  |  | | |
| **MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS** | | | | | | **Year** |
|  | | | | | |  |
| **EXPERIENCE AND ACHIEVEMENTS** | | | | | | |
| We are looking for customer focused, committed and honest people to come and join us in our unique venues Please explain how you would use your knowledge, skills and your experiences to help us achieve outstanding success. | | | | | | |
| **LEISURE INTERESTS** | | | | | | |
|  | | | | | | |
| **REFERENCES** | | | | | | |
| Please give the names, addresses, telephone numbers and status of two referees who are willing and able to give an option on your abilities and academic/professional experience. One referee should be your present or past employer.  **References are normally taken up when the applicant is offered a position.** | | | | | | |
| 1.  Email Address: | | | 2.  Email Address: | | | |
| If your present employer is not quoted, please state the reason why:  *If an offer is made and accepted we reserve the right to contact your present employer.* | | | | | | |
| **ADDITIONAL INFORMATION** | | | | | | |
| Where did you learn of this vacancy? | | |  | | | |
| Please give any dates in the near future when you are not available for interview. | | |  | | | |
| Please supply details of any Criminal convictions or cautions. | | |  | | | |
| **DATA PROTECTION ACT 1988** | | | | | | |
| The information comprising your application will be stored as hard copy. Some information will also be stored electronically. The information will be used in the selection process, and, if you are appointed, will also be used for the purposes of human resources administration. Such usage will be subject to the provisions of the Data Protection Act. | | | | | | |
| **DECLARATION** | | | | | | |
| I hereby declare that the information contained in this form is to the best of my knowledge correct. I understand that any willful mis-statement renders me liable to disqualification or instant dismissal if engaged.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

**Thank you for completing the form and we look forward to hearing from you.**

**Equal Opportunities Monitoring Form**

Post Number: ........................................................……………………………………………..........................................

Family Name: …………………………………………... Given Names………………………………………………………

Preferred Title: …………………………………………..Date of Birth: ………………………………………………………

**Equal Opportunities**

The following questions are designed to allow Bay Leisure Limited to fulfil its statutory obligations in respect of monitoring its Equal Opportunities and Race Relations Policies. The information is not used in the selection of candidates.

**Gender:** MALE / FEMALE (Please circle one)

**Nationality** (Country of Birth/Passport) …………………………………………………………………………………………………….

**Do you require a work permit for the UK?** YES / NO (Please circle one)

The Disability Discrimination Act 1995 defines disability as “*a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.”* **On this basis do you consider yourself disabled?** (Please circle one option below)

YES (Please give details) …………………………………………………………. NO ……………………………………………

|  |  |
| --- | --- |
| **What is your ethnic group?**  (Please tick the appropriate group)  White British  White Irish  Other white background  Please state­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mixed - White and Black Caribbean  Mixed - White and Black African  Mixed - White and Asian  Other mixed background  Please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Asian or Asian British - Indian  Asian or Asian British - Pakistani  Asian or Asian British – Bangladeshi  Other Asian background  Please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Black or Black British – Caribbean  Black or Black British – African  Other Black background  Please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chinese  Other ethnic group  Please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |