

A World Heritage Site on your doorstep

JOB APPLICATION FORM

Please complete and return to: Louise Randall, Highlands End, Eype, Bridport, DT6 6AR
Tel/Fax: 01308 422139 / 425672 E-mail: holidays@wdlh.co.uk Web: www.wdlh.co.uk

POST APPLIED FOR / REF

Where did you see the post advertised

Dates/times you are unable to attend an interview

PERSONAL DETAILS

Title	Home Tel No
First Name	Work Tel No
Surname	Can we contact you at work? YES / NO
Home Address	Mobile Tel No
	E-mail
Postcode	NI No
Do you hold a current driving licence? YES / NO	Do you have the use of a car or alternative means of transport appropriate to the post? YES / NO
Details of any driving convictions in the last 5 years	Holiday commitments in the next 12 months

EDUCATION AND TRAINING

Please give details of the educational qualifications you have obtained and enclose an additional sheet if required. You may be asked to provide evidence of your qualifications.

From	To	School, colleges, university etc attended (latest first)	Qualifications attained with grades

MEMBERSHIP OF PROFESSIONAL INSTITUTIONS

Organisation	Membership status	Date awarded

EMPLOYMENT HISTORY

Please indicate all previous positions held, starting with the most recent first

Present position	Date started
Employers name	Salary £
Address	Benefits
Postcode	Period of notice
Reason for wishing to leave	
Please give a brief description of your current duties and responsibilities;	

Post held	Name & address of employer	(Month & Year)		Reason for leaving
		From	To	

INFORMATION IN SUPPORT OF YOUR APPLICATION

This should include reasons for your application and how your skills, experiences and personal qualities relate to the job requirements. You may also send a copy of your CV.

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REFERENCES

Please provide two referees with knowledge of your work/character. One must be your current or most recent employer. If you have worked for your current employer for less than 6 months please attach a referee's name who must be a previous employer. If one of your referees is a personal one, the referee cannot be related to you in any way.

Employer	Other reference
Name	Name
Job Title	Job Title
Address	Address
Phone No	Phone No
Fax	Fax
E-mail	E-mail
Relationship to you (manager)	Relationship to you (manager)
Can we contact this referee prior to interview YES / NO	Can we contact this referee prior to interview YES / NO

SPARE TIME ACTIVITIES

Details of any interests, hobbies or other information considered relevant

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ADDITIONAL INFORMATION

Please give details of any convictions other than those which are 'spent' under the provisions of the Rehabilitation of Offenders Act 1971. Failure to disclose such convictions could result in dismissal. Any information given will be treated in the strictest confidence.

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DECLARATION

For the purposes of the Data Protection Act 1998 I give my consent to this form and related information being processed and retained on file and to West Dorset Leisure Holidays verifying the information I have provided with relevant third parties in administering its recruitment process.

I understand that any offer of employment will be subject to the information given on this form being correct and any appointment may be subject to a satisfactory medical report, a disclosure through the Criminal Records Bureau and references.

Signature	Date
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EQUAL OPPORTUNITIES MONITORING SHEET

In order to help West Dorset Leisure Holidays monitor the effectiveness of its Equal Opportunities Policy (and for no other reason) all applicants are asked to provide the information requested below.

Name	DOB
Application for the post of	

Please indicate your ethnic origin by ticking the appropriate box

White		Mixed		Asian or Asian British		Black or Black British		Chinese or other Ethnic Group	
British		White & Black Caribbean		Indian		Caribbean		Chinese	
Irish		White & Black African		Pakistani		African		Other (please state)	
Any other white background		White and Asian		Bangladeshi		Any other black background			
		Any other mixed background		Any other Asian background					

My gender is	MALE / FEMALE
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Disability

We welcome applications from disabled people. For this purpose 'disability' means any physical or mental impairment, which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities. If 'yes' please indicate below if (a) you have any special requirements regarding attendance at interview and/or (b) if you are aware of any adjustments that West Dorset Leisure Holidays could make to help you carry out the job.

Do you consider yourself to have a disability? YES / NO
Do you have any special needs in respect of: (Please state)
(a) Your employment
(b) Your interview

Medical Information

Please state how many days sickness absence you have taken in the last 2 years, giving reasons. This also applies to periods of unemployment when you would have been unfit for work.

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