

# Hunters Lodge Inn - Application for Employment

**\*\* PLEASE PRINT CLEARLY \*\***

Position(s) applied for \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Why are you seeking a new job at this time? \_\_\_\_\_

## Applicant Information

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_ National Insurance No. \_\_\_\_\_

Town \_\_\_\_\_ Email Address. \_\_\_\_\_

Postcode \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

If hired, do you have a reliable means of transportation to get to work? \_\_\_\_\_ Describe \_\_\_\_\_

Date of Birth \_\_\_\_\_ If you are under 16 years of age, can you provide a work permit? \_\_\_\_\_

Have you been convicted of a crime?  Yes  No If yes, state the nature of the offense and disposition of the case. Include dates and places.  
(NOTE: The existence of a criminal record does not constitute an automatic bar to employment.)

## Employment Information

Are you seeking full time, part time or temporary employment? \_\_\_\_\_

What hours and shift(s) would you prefer to work? \_\_\_\_\_

List times you are not available to work? \_\_\_\_\_

Are you willing to work overtime? \_\_\_\_\_ Weekends? \_\_\_\_\_ Holidays? \_\_\_\_\_

Are you willing to work Christmas? \_\_\_\_\_ New year? \_\_\_\_\_ Easter? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If hired, when would you be able to start? \_\_\_\_\_

Have you ever worked for this organization before? \_\_\_\_\_ If yes, name used: \_\_\_\_\_

List any friends or relatives employed by this company: \_\_\_\_\_

Have you ever been discharged or asked to resign from any position? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

## Office Use Only

Interview offered? YES / NO \_\_\_\_\_ Letter Sent? YES / NO \_\_\_\_\_ Date \_\_\_\_\_

Interview Date & Time \_\_\_\_\_ Taken By \_\_\_\_\_

Job offered? YES / NO \_\_\_\_\_ Letter Sent? YES / NO \_\_\_\_\_ Date \_\_\_\_\_

Trial Shift? YES / NO \_\_\_\_\_ Date & Time \_\_\_\_\_ Taken By \_\_\_\_\_

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## Education (circle highest level achieved)

Name of School: \_\_\_\_\_ GCSE Results: \_\_\_\_\_ Name of University: \_\_\_\_\_  
Location of School: \_\_\_\_\_ Location University: \_\_\_\_\_  
\_\_\_\_\_ Degree Title: \_\_\_\_\_  
A Level results (if any) \_\_\_\_\_ Grade: \_\_\_\_\_

## Work History (please begin with most recent)

1. Company \_\_\_\_\_ Phone No. with Area Code ( \_\_\_\_\_ )  
Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
Describe duties briefly: \_\_\_\_\_  
Specific reason for leaving: \_\_\_\_\_
2. Company \_\_\_\_\_ Phone No. with Area Code ( \_\_\_\_\_ )  
Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
Describe duties briefly: \_\_\_\_\_  
Specific reason for leaving: \_\_\_\_\_
3. Company \_\_\_\_\_ Phone No. with Area Code ( \_\_\_\_\_ )  
Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
Describe duties briefly: \_\_\_\_\_  
Specific reason for leaving: \_\_\_\_\_

What was your salary or per hour wage for your last job? \_\_\_\_\_

You do not need to give this information but will help us to make sure we can offer you a wage that, if you are the right candidate, would be acceptable to you.

**May we contact the employers listed above?** \_\_\_\_\_ If not, list the employers you do not wish us to contact and why:

\_\_\_\_\_  
\_\_\_\_\_

[Type here]