



*Thank you for applying for a position in the Talbot Collection. We are pleased that you have chosen us and we would be grateful if you would assist us by fully completing the information below.*

**Name:** \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_

**Hotel Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone No:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Employment History (Most Recent First)**

<b>Name and Address of Present Employer</b>	<b>Position</b>	<b>Date Started</b>	<b>Main Duties</b>	<b>Reason for Leaving</b>

***Previous Employment***

<b>Name and Address of Previous Employer</b>	<b>Dates From - To</b>	<b>Position</b>	<b>Main Duties</b>	<b>Reason for Leaving</b>

***Education***

<b>Name and Address of School/Institute</b>	<b>Date of Leaving</b>	<b>Examinations Achieved &amp; Results Attained Junior/Leaving/Other</b>

***Training, Professional or other Trade Qualifications***

<b>Name and Address of Present Employer/Institute</b>	<b>Course Title</b>	<b>Date Obtained</b>	<b>Qualifications Obtained</b>

**Interests/Sports/Hobbies**

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**Medical Information**

The hotel reserves the right to send you for a medical examination at any point during your employment.

**General Information**

Have you been convicted of a criminal offence?      Yes     No

If yes, please give details \_\_\_\_\_

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**Referees**

**Name & Addresses (preferably previous employers)**

Name	_____	Name	_____
Address	_____	Address	_____
	_____		_____
	_____		_____
Tel No.	_____	Tel No.	_____

I declare that the information contained in this form is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, I could be liable to be dismissed by the Talbot Collection.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you for taking the time to complete this application form