

Application Form

PLEASE COMPLETE USING CAPITALS AND BLACK INK

Job Reference No:

Applicant Number:

Position Applied For:

Personal Details

Preferred title (e.g. Mr, Mrs, Ms, Miss, Dr)

Home Address

Surname

Forenames

National Insurance Number

Home Telephone Number

Date of Birth

Mobile Number

Are you required to hold a work permit in the UK?

Please tick the appropriate

YES

NO

Are you subject to any conditions relating to your employment to be employed in the UK?

YES

NO

If yes please give details

Email

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| Qualifications and Training |
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Please give details of qualifications (academic, professional and vocational) you possess or educational and training courses you have attended that are relevant to your application, starting with the most recent first. Please continue on a separate sheet if necessary.

Secondary Education

| From To | / / / | Name Of School | Examinations | Results |
|------------|-------------|----------------|--------------|---------|
| | | | | |

Higher and Further Education

| From To | / / / | Name of Educational Establishment/Training centre and Course | Qualification(s) obtained (including grade if applicable) |
|------------|-------------|--------------------------------------------------------------------|-----------------------------------------------------------------|
| | | | |

Present (or most recent employment)

Post

Date Appointed to Post

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Name and Address of Employer

Date and reason for leaving

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Basic Salary

Brief description of duties

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Additional Allowances

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| Previous employment |
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| From To | / / / / | Name and address of employer | Job title, brief description of duties and reason for leaving |
|------------|----------------|------------------------------|------------------------------------------------------------------|
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Supplementary Information

Please give dates of any holidays arranged:

Are you subject to any restraints in your current or future employment? Yes No
If yes, please give further information:

Please give details of any health or physical condition that might interfere with or affect your ability to perform the job applied for:

Are you willing to work overtime and weekends when required? Yes No

Have you ever been convicted of a criminal offence? Spent or unspent: Yes No

If yes, please give details:

Is there any reason why you cannot work in a Regulated Activity with Children/Adults?

Yes No

Salary Range Expected:

How much notice are you required to give to leave your present employment?

Have you worked for us before? Yes No
If yes, give details of reason for leaving:

Do you have a current full UK driving license? Yes No

Does your license have any current endorsements?

If yes, please give further information:

Referees

Please provide details of two work related referees who are able to describe your suitability for this post. The first of these must be your present or most recent employer, unless you have not worked before. If you have recently left full time education or are still attending full time education one of your referees must be someone who has a good knowledge of your work. All offers of employment are subject to La Mon being satisfied with the work references received.

| | 1 st Referee | 2 nd Referee |
|--------------------------|-------------------------|-------------------------|
| Name | | |
| Company Name | | |
| Address | | |
| Tel | | |
| Fax | | |
| Email | | |
| Position held by Referee | | |

I give permission for all my referees to be contacted before the interview. Yes No

If No, I give permission for all my referees to be contacted before interview except my current employer who will be contacted after an offer has been made.

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| Statement in support of application |
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Tell us how your knowledge, experience, skills and training, in either paid or unpaid work, or through study, make you a suitable applicant for this post.

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| Declaration and authorisation |
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By my signature on this application, I authorise the verification of the above information and any other necessary inquiries that may be needed to determine my suitability for employment. I agree the information on this form may be used for storage under the Data protection Act 1998.

Signature

Date

| | |
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| | |
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I hereby certify that the information given to you on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered, and that I possess the qualifications which I claim to hold. I understand that I may have to undergo a medical examination. I understand that if any false or deliberately misleading information is given then my name will be withdrawn from the list of applicants, or if appointed I will be subject to immediate dismissal without notice.

Statement of Community Affiliation

Applicant Reference Number: _____

The section below asks you to provide information on your community affiliation and gender. We wish to explain why.

We are fair employers. We practice equality of opportunity in employment. We do not discriminate on the grounds of religious belief, gender, and political opinion or on any other grounds whatsoever. Most important of all we operate the merit principle, i.e. we select the best person for the job, or promotion/training opportunity.

We wish to show that we are fair employers. We wish to demonstrate – clearly and openly our commitment to equality of opportunity in employment. We are also now required by law to submit an annual report to the Fair Employment Commission.

To do so we need to monitor the community affiliation and gender of our employees and job applicants and we are asking you to assist us to do so by indicating which community you belong to and your gender.

This sheet will be held separately by the organisation and the information on it will NOT be available to staff carrying out recruitment for the position(s) in hand.

1. Please indicate which community you belong to by circling the appropriate

Protestant

Roman Catholic

Neither

2. Please indicate your gender by circling as appropriate

Male

Female

All the information that you supply will be treated in the strictest confidence and protected from misuse.

It will be used for the purpose of monitoring our Equality of Opportunity in Employment Policy and the completion of our annual return to the Fair Employment Commission. Please note that it is a criminal offence to supply false or misleading information for monitoring purposes.

When you have completed this statement please seal it in the envelope provided and return it with your application form. Please DO NOT put your name anywhere on this form.

Job Applicant Privacy Notice (compliant with GDPR)

As part of any recruitment process, La Mon Hotel & Country Club collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

La Mon Hotel & Country Club collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

La Mon Hotel & Country Club may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does La Mon Hotel & Country Club process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

La Mon Hotel & Country Club has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

La Mon Hotel & Country Club may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, La Mon Hotel & Country Club may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

How does La Mon Hotel & Country Club protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does La Mon Hotel & Country Club keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where La Mon Hotel & Country Club is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Julie Moore at Julie.moore@lamon.co.uk

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to La Mon Hotel & Country Club during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.