



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)

Name and Address of Present Employer	Position	Date Started	Main Duties	Reason for Leaving

Previous Employment

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

Education

Name and Address of School/Institute	Date of Leaving	Examinations Achieved & Results Attained Junior/Leaving/Other

Training, Professional or other Trade Qualifications

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

Interests/Sports/Hobbies

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 _____

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