

**Trentham Leisure Limited**

# Application for Employment

**Please use block capitals throughout, and tick appropriate boxes.**

**Position applied for**

**Personal Details**

Surname  Forename(s)

Address

Post Code  Telephone

Date of birth

National Insurance Number

Do you own a car? Yes  No

Do you have a current driving licence? Yes  No

Is your driving licence clean? Yes  No

If no, please give details

Do you suffer from any disability that significantly affects your daily living and that you wish to be considered within the context of the Disability Discrimination Act? Yes  No

If yes, please give details

Are you registered disabled? Yes  No

If yes, please give registration number

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## Employment

Have you previously worked for Trentham Leisure Ltd? Yes  No

If yes, when?

What position did you hold?

Do you know anyone who currently works for Trentham Leisure or has in the past 3 years Yes  No

If yes, who?

What is your relationship to them?

Would you be able to work full time  part time

What days can you work

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

What hours can you work

Do you have any holiday commitments in the next 12 months? Yes  No

If yes, when?

What date would you be available to start work?

Have you any skills, experience or qualifications which you feel would especially suit the job you are applying for?

Multiple horizontal lines for text entry.

Feel free to continue on back page



## Education

Schools	From	To	Examinations & Results

College/University	From	To	Courses & Results

Further Education & Formal Training	From	To	Courses & Results

Professional Membership & Qualifications

## Employment History

What is your employment status?

**1** Present/Last employer

Type of business

Position held

Address

Type of work/responsibilities

Start date

Finish date

Starting pay per

Present/leaving pay per

Reason for leaving?

**Please give details of previous employment, beginning with most recent.**

**2** Employer

Type of business

Position held

Address

Type of work/responsibilities

Start date

Finish date

Starting pay per

Leaving pay per

Reason you left?

**3** Employer

Type of business

Position held

Address

Type of work/responsibilities

Start date

Finish date

Starting pay per

Leaving pay per

Reason you left?

## Employment History continued

<b>4</b> Employer	
Type of business	Position held
Address	
Type of work/responsibilities	
Start date	Finish date
Starting pay per	Leaving pay per
Reason you left?	

<b>5</b> Employer	
Type of business	Position held
Address	
Type of work/responsibilities	
Start date	Finish date
Starting pay per	Leaving pay per
Reason you left?	

## May we contact any of the above employers before the job offer?

Present/Last employer **1**

Name	Telephone	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Employer **2**

Name	Telephone	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Employer **3**

Name	Telephone	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Employer **4**

Name	Telephone	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Employer **5**

Name	Telephone	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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## Interests

Please give brief details of pastimes, hobbies, sports.


## Personal References

Please give details of two people (not relatives) we could approach for references.

Name	Occupation
Address	
Telephone	Email

Name	Occupation
Address	
Telephone	Email

## Additional Information

Please feel free to use this page to add any relevant information to support your application.


## Emergency contacts

Please provide the details of two people so we can contact in the unlikely event of accident or illness while working for Trentham.

### Emergency contact 1

Name:	Relationship to you:
Telephone:	Mobile:

### Emergency contact 2

Name:	Relationship to you:
Telephone:	Mobile:

## Access requirements/health conditions

Please let us know if you have any particular mobility requirements or health conditions (e.g. medication or allergies etc) that we should be aware of:


## Criminal record

Please let us know if you have any unspent criminal convictions and, if so, please provide details of the conviction:




## Personal information consent

We ask for personal information from job applicants to assist with our recruitment processes. Any information about you which is obtained by us during the application process (including any information obtained directly from you or from third parties) may be retained and used by us for the purposes of considering your suitability for employment, to take up your references, conduct appropriate checks and as otherwise reasonably required for the purposes of our business or applicable law.

We may disclose information we receive from you to our group companies and to departments other than the one to which you may have originally applied to work if we think it is appropriate to do so for the above purposes.

If your application is successful, and you subsequently become employed by us, the information will become part of your personnel file.

If we do not employ you, we may still retain for a reasonable period and use the information we hold relating to you to be able to consider your application again at a later date should a suitable position become available. If you would rather we do not do so, please let us know.

In accordance with applicable law, you are entitled to ask for a copy of the information that we hold about you and to ask us to correct any inaccuracies. Please contact HR if you would like to make such a request or if you have any questions.

You may also supply us with sensitive personal data relating to your racial or ethnic origin, gender, political opinions, religious or similar beliefs, trade union membership, physical or mental health, sexual life or criminal record which is gathered for equality of opportunity monitoring purposes, to assess suitability for particular job and to consider whether adjustments may need to be made to accommodate an applicant with a disability. The provision of such sensitive personal data by you is entirely voluntary. We may disclose your sensitive personal data to our group companies, insurer and medical advisors for these same purposes.

I consent to the processing of personal information (including sensitive personal data) as described above.

Name:

Date:

Signature

## Thank you for completing this form.

Please return this form to: Trentham Management Suite, Stone Road, Trentham, Staffordshire ST4 8AX

