

EMPLOYMENT HISTORY

Starting with your present post, list in reverse order every employment you have held. Please describe your last three jobs in detail so that we can compare your experience with the requirements of the job for which you are applying.

Present / Most recent employment

Job Title: _____ From: _____ To: _____

Contract: Part time /Full time Number of hours worked per week: _____

Name and address of employer: _____

Description of your duties: _____

Reason of leaving: _____

May we contact the Company? YES/NO Contact Name: _____

Previous Employment

Job Title: _____ From: _____ To: _____

Contract: Part time /Full time Number of hours worked per week: _____

Name and address of employer: _____

Description of your duties: _____

Reason of leaving: _____

May we contact the Company? YES/NO Contact Name: _____

Previous Employment

Job Title: _____ From: _____ To: _____

Contract: Part time /Full time Number of hours worked per week: _____

Name and address of employer: _____

Description of your duties: _____

Reason of leaving: _____

May we contact the Company? YES/NO Contact Name: _____

Previous Employment

Date		Name of employer	Job Title
From	To		

EDUCATIONAL HISTORY

Most recent Qualification

Date From: _____ To: _____ Qualifications: _____
School / College / University: _____ Country: _____

Previous Qualification

Date From: _____ To: _____ Qualifications: _____
School / College / University: _____ Country: _____

Previous Qualification

Date From: _____ To: _____ Qualifications: _____
School / College / University: _____ Country: _____

Other qualifications / Professional Affiliations:

COMPUTER SKILLS

Word/Excel/ Processing Please state _____
Front Office System: Please state _____
Hotel Systems: Please state _____
Additional Business Skills: Please state _____

REFERENCES

Please give the contact details of two people (not relatives) we could approach for a reference.

Name: _____	Name: _____
Name of company: _____	Name of company: _____
Occupation: _____	Occupation: _____
Address: _____	Address: _____
(Please include international dialling code for telephone and fax numbers).	
Telephone Number: _____	Telephone Number: _____
Fax Number: _____	Fax Number: _____
E-Mail: _____	Fax Number: _____

ORIGIN OF APPLICATION

How did you hear about this job?

Job Centre Speculative Word of Mouth
 De France website If other website, Please specify _____
 CI Jobs website Other Please specify: _____
 Press Advertisement, Please specify: _____

DATA PROTECTION STATEMENT & EQUAL OPPORTUNITIES

The information contained in this application form is subject to the Data Protection (Jersey) Law 1987 and will only be used for recruitment purposes, and for providing statistical data. No information will be passed to a third party. If you are unsuccessful with your application, it will be retained on our files for six months after which time it will be destroyed.

The Hotel de France is an equal opportunities employer in all aspect of the employer-employee relationships. This means that everyone who works for us is treated equally, regardless of their sex, marital, child bearing, sexual orientation, race, age, nationality, ethnic origin, disability and religion.

To monitor the effectiveness of our equal opportunities policy, we ask you to provide all information requested. All information concerning any topics mentioned before will not be used as part of the recruitment and selection process.

Ethnic origin:

- | | | |
|--|--|---|
| <input type="radio"/> White European | <input type="radio"/> White Non-European | <input type="radio"/> Black European |
| <input type="radio"/> Black African | <input type="radio"/> Indian | <input type="radio"/> Mixed Ethnic Background |
| <input type="radio"/> Other(Please specify) _____ | | |

DECLARATION

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

I authorise the company to obtain references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving and receiving information.

- I accept the above declaration
- I do not accept the above declaration

Signature _____

Date _____

St. Saviours Road, St. Helier, Jersey JE1 7XP, Channel Islands
Tel: +44 (0) 1534 614 000 Fax: +44 (0) 1534 614 999
Human Resources direct line: +44 (0) 1534 614 854
Fax: +44 (0) 1534 614 855
www.defrance.co.uk

Hotel de France recognises and is committed to diversity, represented at all levels of the Hotel with respect to gender, ethnicity and disability, as outlined in the hotel's Equal Opportunities and Employment Legislation policies.