



## Hotel de France

St. Saviours Road, St. Helier, Jersey JE1 7XP, Channel Islands  
Tel: +44 (0) 1534 614 000 Fax: +44 (0) 1534 614 005  
Human Resources direct line: +44 (0) 1534 614 854  
Fax: +44 (0) 1534 614 855

**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.**

### PRIVATE AND CONFIDENTIAL

POSITION APPLIED FOR \_\_\_\_\_

HAVE YOU APPLIED FOR THIS POSITION BEFORE?  Yes  No

PERMANENT / SEASONAL (please circle as appropriate)

DATES AVAILABLE FROM \_\_\_\_\_ TO (if seasonal) \_\_\_\_\_

### PERSONAL DETAILS

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Mr/Mrs/Miss/Ms

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Accommodation - Live In / Out (please circle)

### PASSPORT/PERMIT DETAILS

Are you eligible to work in Jersey  Yes  No

Please state what type of passport visa/permit you hold: \_\_\_\_\_

Work Permit No: \_\_\_\_\_ Passport Expiry Date: \_\_\_\_\_

### MEDICAL HISTORY

Do you suffer from any illness or medical condition that we should be aware of: YES/NO  
If yes, please give details: \_\_\_\_\_

Have you within the past three years had any illness or accident that caused you to be off work for two weeks or more? YES/NO  
If yes, please give details: \_\_\_\_\_

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Job title: \_\_\_\_\_

Dates Employed      From: \_\_\_\_\_      To: \_\_\_\_\_

Name and Address of Company: \_\_\_\_\_

\_\_\_\_\_

Brief description of your duties: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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

Job title: \_\_\_\_\_

Dates Employed      From: \_\_\_\_\_      To: \_\_\_\_\_

Name and Address of Company: \_\_\_\_\_

\_\_\_\_\_

Brief description of your duties: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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

Job title: \_\_\_\_\_

Dates Employed      From: \_\_\_\_\_      To: \_\_\_\_\_

Name and Address of Company: \_\_\_\_\_

\_\_\_\_\_

Brief description of your duties: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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

Other previous employment that may be relevant to the position you are applying for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EDUCATIONAL HISTORY

(starting with most recent)

Date From: \_\_\_\_\_ To: \_\_\_\_\_

School/College/University: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Date From: \_\_\_\_\_ To: \_\_\_\_\_

School/College/University: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Date From: \_\_\_\_\_ To: \_\_\_\_\_

School/College/University: \_\_\_\_\_

Qualifications: \_\_\_\_\_

### OTHER QUALIFICATIONS / PROFESSIONAL AFFILIATIONS

\_\_\_\_\_  
\_\_\_\_\_

### LANGUAGES SPOKEN

Language	Verbal			Written		
	Fluent	Intermediate	Basic	Fluent	Intermediate	Basic

### COMPUTER SKILLS

Word/Excel/ Processing:  Please state \_\_\_\_\_

Front Office System:  Please state \_\_\_\_\_

Hotel Systems:  Please state \_\_\_\_\_

Additional Business Skills:  Please state \_\_\_\_\_

### DRIVING LICENCE

(if the position applied for includes driving, please complete this section)

Do you have a driving licence:  Yes  No

**REFERENCES**

(Please exclude friends or relatives)

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

English Speaking:  Yes  No If No, please specify \_\_\_\_\_

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

English Speaking:  Yes  No If No, please specify \_\_\_\_\_

**ABOUT YOURSELF**

Why do you want to work for the Hotel de France?

\_\_\_\_\_  
\_\_\_\_\_

How would you describe yourself when you are at work?

\_\_\_\_\_  
\_\_\_\_\_

What things have you enjoyed most about your previous jobs?

\_\_\_\_\_  
\_\_\_\_\_

Has there been anything in your previous jobs that you have not enjoyed?

\_\_\_\_\_  
\_\_\_\_\_

What are your main interests and activities when you are not at work?

\_\_\_\_\_  
\_\_\_\_\_

### ORIGIN OF APPLICATION

How did you hear about this job?

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

### DATA PROTECTION STATEMENT

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.

### 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 \_\_\_\_\_