

Application for Employment



London: One City, Three Hotels

The Lancaster Landmark Hotel Company Limited

Name: _____

Position Applied for: _____

Ref. No (office use only): _____

Please return your completed application form to the hotel that you are applying to:

The Landmark London, 222 Marylebone Road, London, NW1 6JQ
Telephone: +44 (0)20 7631 8000 Fax: +44 (0)20 7631 8044
www.landmarklondon.co.uk

The Royal Lancaster, Lancaster Terrace, London W2 2TY
Telephone: +44 (0)20 7262 6737 Fax: +44(0)20 7724 3191
www.royallancaster.com

K West Hotel & Spa, Richmond Way, London, W14 0AX
Telephone: +44 (0)8700 27 43 43 Fax: +44(0)870 811 2612
www.k-west.co.uk

Please note: should your preferred hotel not have a suitable position for you, your application may be forwarded to one of the other named hotels as stated above. Please tick this box if you DO NOT wish your details to be sent to the other hotels.

Personal details

Title: Mr / Mrs / Ms / Miss _____ Home telephone: _____
Surname: _____ Work telephone: _____
Forename(s): _____ Mobile telephone: _____
Known as: _____ Email address: _____
Address _____ Nationality: _____

Postcode: _____

If you originate from outside the European Economic Area please give evidence that you are able to work in the UK:

Visa/Work permit details (if applicable): _____
Passport number: _____

UK National Insurance Number:

--	--	--	--	--	--	--	--	--

Have you ever been convicted of a criminal offence which is not spent as defined in The Rehabilitation of Offenders Act 1974? **Yes / No**

If yes, please give details: _____

Emergency contact details

In case of an emergency whom can we contact:

Name: _____ Relationship: _____
Address: _____
Postcode: _____ Email: _____
Telephone: _____ Mobile: _____

Application details

Position applied for: _____ How did you hear about this position: _____

Date available for employment: _____ Expected salary: £ _____ Per: Year / Month

Are you looking for permanent work: Yes / No If yes, please specify if full or part time: _____

If no, please specify if you are looking for casual work or an internship: _____

If an internship, please specify length: _____

Do you have relatives already working with The Lancaster Landmark Hotel Company Ltd.? **Yes / No**

If yes, please give the following details?

Name: _____

Department: _____

Relationship: _____

Which hotel: _____

Have you previously applied to The Lancaster Landmark Hotel Company before: **Yes / No**

If yes, which hotel? _____

Has a current hotel employee recommended you: **Yes / No**

If yes, please give the full employee name: _____

For Food and Beverage applications only:

Do you hold a certificate in food hygiene: **Yes / No**

If yes, please state level, certificate number and issue date: _____

For Concierge, Security and Duty Management applications only:

Do you have a full driving license? **Yes / No**

Do you have any endorsements? **Yes / No**

Are you a First Aider: **Yes / No** If yes, please give expiry date and registration number: _____

Languages:

Speak:

Read:

Write: (Please tick)

_____ Basic Fair Fluent Basic Fair Fluent Basic Fair Fluent

_____ Basic Fair Fluent Basic Fair Fluent Basic Fair Fluent

_____ Basic Fair Fluent Basic Fair Fluent Basic Fair Fluent

_____ Basic Fair Fluent Basic Fair Fluent Basic Fair Fluent

Do you have the following computer experience?

Microsoft Word: **Yes / No**

Micros: **Yes / No**

Microsoft Excel: **Yes / No**

Fidelio: **Yes / No** Version: _____

Microsoft Powerpoint: **Yes / No**

Opera: **Yes / No**

Microsoft Outlook: **Yes / No**

ACOM: **Yes / No**

Lotus Notes: **Yes / No**

Other please specify: _____

Education

School:

Name and address	Subject(s)	Result

University/ College:

Name and address	Subject(s)	Result/Qualification

Do you have any professional memberships and/or qualifications? If so, please state them:

Do you have you any skills, experience, qualifications or formal training which you feel would especially suit the job you are applying for? If so, please state them: _____

Please provide below any additional information that you feel is relevant to your application:

*Past employment record to cover your most recent [5] years of employment history
(Please start with your current employer)*

Name, address, telephone number and website of employer	From (mm/yyyy)	To (mm/yyyy)	Position	
			Final Salary	
			Reason for leaving	
	Main duties:			

Name, address, telephone number and website of employer	From (mm/yyyy)	To (mm/yyyy)	Position	
			Final Salary	
			Reason for leaving	
	Main duties:			

Name, address, telephone number and website of employer	From (mm/yyyy)	To (mm/yyyy)	Position	
			Final Salary	
			Reason for leaving	
	Main duties:			

Name, address, telephone number and website of employer	From (mm/yyyy)	To (mm/yyyy)	Position	
			Final Salary	
			Reason for leaving	
	Main duties:			

References

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

Name of referee:	_____	Name of referee:	_____
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:	_____
Email:	_____	Email:	_____

Do you suffer from any physical or mental impairment, for which we may have to make reasonable adjustments to assist you during our recruitment process or as part of your employment/ engagement with us **Yes / No**

If yes, then please give full details: _____

Is there any way in which we can facilitate your attendance for an interview?

The company will be pleased to take any such steps so long as it is reasonable, practicable and available at a reasonable cost.

Applicant's Agreement **PLEASE READ CAREFULLY**

In submitting this application and in consideration of securing employment with The Lancaster Landmark Hotel Company Limited I hereby affirm that the preceding details are true to the best of my knowledge, and that any misrepresentation of facts or material omissions thereof shall be cause for dismissal. I also accept that my appointment will be subject to references and may be subject to medical examinations and security check in accordance with the terms of the Data Protection Act 1998. I confirm that I consent to the data I have provided in this form being processed by The Lancaster Landmark Hotel Company Limited. I understand that my details will only be viewed and held by relevant personnel at The Lancaster Landmark Hotel Company Limited in a secure environment to protect my confidentiality.

Signed: _____ Date: _____



Equal Opportunities Questionnaire

The Lancaster Landmark Hotel Company Ltd is an equal opportunities employer in all aspects of the employer-employee relationships. This means that everyone who works for us is treated equally, regardless of their sex, marital, Child bearing status, sexual orientation, race, colour, age, nationality, ethnic origin, disability and religion.

To monitor the effectiveness of our equal opportunities policy, we would ask you to provide the information requested below. This information is requested on a separate form as it is used only for the purpose of monitoring and will not be used as part of the recruitment and selection process.

Ethnic Origin:

White European White Non-European Black Caribbean

Black European Black African Indian

Pakistani Bangladeshi Chinese

Mixed Ethnic Background

Asian Other (please specify) _____

Marital Status:

Married Single Divorced

Separated Widowed Co-habiting

Gender:

Male Female

Age _____

Applicants Signature _____ Date _____