

**Personal information (confidential)**

<b>Application for employment</b>				
Return this form to: HR Team Address – Whittlebury Hall and Spa, Whittlebury, Towcester NN12 8QH Email – recruitment@whittlebury.com				
Position applied for:				
<b>Personal Details</b>				
Title:				
Name:				
Address:				
Email:				
Telephone (Landline):				
Telephone (Mobile):				
National Insurance No:				
Do you hold a current driving licence?	Yes		No	
Do you currently have the right to work in the UK?	Yes		No	
If no, please provide details.				
<b>Education</b>				
Please provide your education history here:				

School/College/University		Qualifications Gained

Employment History		
Name and address of employer	Job title and main duties	Date of departure and reason for leaving

Please note here any other employment that you would continue with if you were to be successful in obtaining this role:

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References	
Please provide the name, company name (where applicable) and address of one work referee and one character referee for us to contact.	
1.	2.

Please note here any membership you hold of professional bodies, including grade of membership or other relevant details:

#### **Personal development**

Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:

#### **Criminal Record**

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state.

#### **Data protection statement**

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of legitimate interest to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

<b>Declaration</b>
I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of the relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010) where appropriate.
<b>Signed:</b>