# APPLICATION FOR SEASONAL EMPLOYMENT 2017

*Come and join our award winning team*

The candidate applying for the position(s) must complete this form in full, CV's alone will not be accepted. Please do not submit more than one application as your original will be kept on file for the duration of the current season. We will contact you if we wish to take your application further.

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| ***ROLE APPLIED FOR:*** | |
| *Are you willing to be considered for any other roles we have available?* | **YES / NO** |

***PLEASE SELECT AVAILABILITY***

| FULL TIME (I.E. ANY 5 DAYS OF 7): | | *PART TIME: | | WEEKENDS: | | *SCHOOL HOLIDAYS: | |
|---|---|---|---|---|---|---|---|

| *INDICATE DAYS | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

PLEASE STATE DATE AVAILABLE FROM : FINISH DATE (APPROX.):

ARE THERE ANY RESTRICTIONS ON YOUR AVAILABILITY? E.G. HOLIDAYS, EXAMS, SPECIFIC DATES OR DAYS.

HOW DID YOU LEARN ABOUT THIS VACANCY?
(PLEASE STATE WHERE)

## PERSONAL DETAILS

FORENAME: SURNAME:

HOME ADDRESS: CORRESPONDENCE ADDRESS (STUDENTS):

POSTCODE: POSTCODE:

HOME: MOBILE:

EMAIL:

*Please provide a current email address used frequently. Some correspondence will be sent via this method.*

DATE OF BIRTH: AGE: SEX (M / F):

*DUE TO HEALTH & SAFETY LEGISLATION, SOME OF OUR POSITIONS REQUIRE CANDIDATES TO BE A MINIMUM AGE. ANSWERING THIS QUESTION DOES NOT AFFECT YOUR EMPLOYMENT RIGHTS.*

DO YOU HOLD A FULL CURRENT DRIVING LICENCE? **YES / NO**

IF YES, FOR HOW LONG?

PLEASE GIVE DETAILS OF ANY MOTORING CONVICTIONS:

HOW DO YOU INTEND TO TRAVEL TO WORK?

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|---|---|
| OWN TRANSPORT | |
| PUBLIC TRANSPORT (BUS SERVICE ONLY TO PARK) | |
| OTHER | |

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| HAVE YOU PREVIOUSLY ATTENDED AN INTERVIEW AT PAULTONS?<br>*IF YES, WHEN AND FOR WHAT POSITION?* | **YES / NO** |
| HAVE YOU PREVIOUSLY BEEN EMPLOYED AT PAULTONS?<br>*IF YES, WHEN AND IN WHAT DEPARTMENT?* | **YES / NO** |
| DO YOU KNOW ANYONE CURRENTLY EMPLOYED BY PAULTONS PARK?<br>*IF YES, NAME AND RELATIONSHIP TO YOU.* | **YES / NO** |
| DO YOU HAVE ANY SPECIAL REQUIREMENTS IF YOU ARE INVITED TO ATTEND AN INTERVIEW OR ASSESSMENT CENTRE?<br>*IF YES PLEASE SPECIFY.* | **YES / NO** |
| DO YOU SPEAK GOOD CONVERSATIONAL ENGLISH? **YES / NO** | ARE YOU FLUENT IN ANY OTHER LANGUAGE? **YES / NO**<br>IF YES, PLEASE STATE: |
| PAULTONS OPERATES A ZERO TOLERANCE POLICY TO ALCOHOL & DRUGS IN THE WORKPLACE AND AS SUCH YOU MAY BE REQUIRED TO UNDERGO A RANDOM ALCOHOL/ ILLICIT DRUG TEST. DO YOU AGREE TO THIS? **YES / NO** | |

## EDUCATION

BRIEFLY SUPPLY BELOW EDUCATIONAL DETAILS; HISTORY (EXAMINATIONS & RESULTS, COURSES) / SUBJECTS CURRENTLY BEING STUDIED.

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| ARE YOU CURRENTLY IN FULL TIME EDUCATION? **YES / NO** | IF YES, ON WHAT DATE WILL YOUR FULL TIME EDUCATION/ COURSE END? |

| SCHOOL/COLLEGE/UNIVERSITY | DATE | EXAMINATION LEVEL/ SUBJECT | GRADE (STATE 'CURRENT' IF STILL STUDYING) |
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## EMPLOYMENT

BRIEFLY SUPPLY BELOW DETAILS OF YOUR EMPLOYMENT HISTORY. IF YOU HAVE NOT WORKED BEFORE PLEASE OUTLINE ANY RELEVANT WORK EXPERIENCE UNDERTAKEN OR POSITIONS OF RESPONSIBILITY HELD.

IF OFFERED A POSITION AT PAULTONS WILL YOU CONTINUE TO WORK IN ANY OTHER CAPACITY? **YES / NO**

| DATES FROM - TO | EMPLOYER'S NAME/ ESTABLISHMENT | POSITION HELD | REASON FOR LEAVING |
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PLEASE STATE ANY WORK RELATED TRAINING COURSES ATTENDED E.G. FIRST AID, CUSTOMER SERVICE ETC.

## RIGHT TO WORK

*THE LAW ON PREVENTING ILLEGAL WORK IS SET OUT IN SECTIONS 15 TO 25 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006.* IF YOU WERE BORN IN THE UK, HAVE A BRITISH PASSPORT, A NATIONAL INSURANCE NUMBER OR LIVE IN THE EUROPEAN ECONOMIC AREA THEN YOU DO NOT REQUIRE A WORK PERMIT.

DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UK? **YES / NO**

*IF YOU HAVE A HOME OFFICE LETTER OR STAMP IN YOUR PASSPORT INDICATING THAT YOU HAVE PERMISSION TO TAKE EMPLOYMENT, WE WILL NEED TO SEE THIS DOCUMENT BEFORE EMPLOYMENT IS CONFIRMED.*

You will be required to provide documentary evidence to verify the status of your right to work in the UK at interview. If you have provided this documentation in a previous period of seasonal employment we will not need to see it again (unless it is over 2 years since you worked for us and provided that there were no restrictions on your right to work in the UK in the documentation previously provided.
This can be one of the following forms of ID. If you supply a birth certificate as part of your documentation it must be a full certificate:

| PASSPORT | FULL BIRTH CERTIFICATE & P45/ P60 | FULL BIRTH CERTIFICATE & HMRC DOCUMENT SHOWING NI NUMBER | WORK PERMIT OR LETTER FROM THE HOME OFFICE |
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## MORE ABOUT YOU

GUEST EXPERIENCE IS KEY AND AT THE CENTRE OF EVERYTHING WE DO. PLEASE USE THIS SPACE TO TELL US WHY YOU HAVE WHAT IT TAKES TO WORK AT PAULTONS AND HOW YOU WILL BE ABLE TO PROVIDE OUR GUESTS WITH A MEMORABLE AND ENJOYABLE FAMILY DAY OUT. IF YOU HAVE ANY HOBBIES AND INTERESTS TELL US ABOUT THESE TOO.
IF YOU HAVE PREVIOUSLY WORKED AT PAULTONS, WHY DO YOU WANT TO RETURN (AND WHY SHOULD WE RE-EMPLOY YOU?).

*CONTINUE ON A SEPARATE SHEET IF NECESSARY*

| **DISCLOSURE & BARRING SERVICE (DBS)** - *FROM 17TH JUNE 2013, THE NEW SUBSCRIPTION UPDATE SERVICE ALLOWS INDIVIDUALS TO KEEP THEIR DBS CERTIFICATE UP-TO-DATE SO THEY CAN TAKE IT WITH THEM WHEN THEY MOVE TO SIMILAR JOBS.THERE IS AN ANNUAL SUBSCRIPTION FEE FOR THIS SERVICE. FURTHER INFORMATION FOR APPLICANTS IS AVAILABLE FROM WWW.GOV.UK/DBS.* | |
|---|---|
| DO YOU HOLD A DBS CERTIFICATE ISSUED AFTER 17TH JUNE 2013 AND SUBSCRIBE TO THE UPDATE SERVICE? | **YES / NO** |
| **IF YES** – FOR CERTAIN ROLES WE WILL ASK TO SEE YOUR ORIGINAL CERTIFICATE AND YOUR CONSENT TO CARRY OUT A STATUS CHECK. IF YOU AGREE TO THIS IN ADVANCE PLEASE INITIAL THE BOX OPPOSITE: | ✗ |
| **IF NO** - WOULD YOU BE WILLING TO APPLY FOR A DBS CERTIFICATE VIA THE DISCLOSURE & BARRING SERVICE IF REQUIRED FOR THE POSITION APPLIED FOR? | **YES / NO** |
| DO YOU HAVE ANY CONVICTIONS, CAUTIONS, REPRIMANDS OR FINAL WARNINGS THAT ARE NOT 'PROTECTED' AS DEFINED BY THE REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 (AS AMENDED IN 2013). THE AMENDMENTS TO THE EXCEPTIONS ORDER 1975 (2013) PROVIDE THAT CERTAIN SPENT CONVICTIONS AND CAUTIONS ARE 'PROTECTED' AND ARE NOT SUBJECT TO DISCLOSURE TO EMPLOYERS AND CANNOT BE TAKEN INTO ACCOUNT. *GUIDANCE AND CRITERIA ON THE FILTERING OF THESE CAUTIONS AND CONVICTIONS CAN BE FOUND ON THE DISCLOSURE AND BARRING SERVICE WEBSITE.* | **YES / NO** |

## REFERENCES

PLEASE PROVIDE THE NAMES AND ADDRESSES OF TWO PEOPLE THAT WE CAN CONTACT FOR EMPLOYMENT REFERENCES, FROM EITHER YOUR LAST OR CURRENT JOB. IF YOU HAVE NOT WORKED FOR FIVE YEARS PLEASE GIVE DETAILS OF TWO PEOPLE (NOT FAMILY MEMBERS) WHO HAVE KNOWN YOU FOR AT LEAST TWO YEARS. IF YOU HAVE RECENTLY FINISHED STUDYING OR ARE STILL AT SCHOOL/ COLLEGE, ONE OF YOUR REFEREES SHOULD BE A TUTOR OR HEAD TEACHER. REFERENCES WILL ONLY BE APPLIED FOR ON AN OFFER OF EMPLOYMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO RECEIPT OF SATISFACTORY REFERENCES.

| 1) NAME: | 2) NAME: |
|---|---|
| ADDRESS: | ADDRESS: |
| POSTCODE: | POSTCODE: |
| PHONE: | PHONE: |
| EMAIL: | EMAIL: |

## CONFIRMATION

**DATA PROTECTION ACT 1998**
INFORMATION PROVIDED BY YOU ON THIS APPLICATION FORM MAY BE COPIED FOR USE DURING THE RECRUITMENT PROCEDURE. ALL INFORMATION GIVEN ABOUT YOURSELF WILL BE TREATED IN THE STRICTEST CONFIDENCE AND NOT DIVULGED TO ANYONE OUTSIDE THE COMPANY. ONCE THE RECRUITMENT PROCEDURE IS COMPLETED, THE DATA WILL BE STORED FOR AT LEAST SIX MONTHS AND THEN DESTROYED. IF YOU ARE THE SUCCESSFUL CANDIDATE, RELEVANT INFORMATION MAY BE TAKEN FROM THIS FORM AND USED AS PART OF YOUR PERSONNEL RECORD.

I CONFIRM THAT THE INFORMATION PROVIDED BY ME ON THIS APPLICATION FORM IS TO MY KNOWLEDGE TRUE, COMPLETE AND GIVES A FAIR REPRESENTATION OF MY QUALIFICATIONS AND WORK EXPERIENCE. I CONSENT TO THE USE OF MY DATA DURING THE RECRUITMENT PROCESS. I UNDERSTAND THAT ANY FALSE STATEMENT MAY BE CAUSE FOR REJECTION OR, IF EMPLOYED, DISMISSAL.

| SIGNED: | DATE: |
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| ✗ | ✗ |

| PLEASE RETURN COMPLETED FORM TO: | OR EMAIL TO: |
|---|---|
| THE RECRUITMENT TEAM<br>PAULTONS PARK<br>OWER<br>NR. ROMSEY<br>HAMPSHIRE SO51 6AL | RECRUITMENT@PAULTONS.CO.UK |
| *WE WILL ONLY CONTACT YOU IF WE REQUIRE YOU TO ATTEND AN INTERVIEW. IF YOU DO NOT HEAR FROM US IMMEDIATELY YOUR APPLICATION FORM WILL HAVE BEEN PUT ON FILE AND YOU MAY BE CONTACTED AT A FUTURE DATE AS FURTHER VACANCIES ARISE.* | |

FOR OFFICE USE ONLY:

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| INVITED TO INTERVIEW/ ASSESSMENT BY: | CATERING | PARK OPS | ADMINISTRATION |
| | RETAIL | EDUCATION | OTHER: |
| ATTENDED ON (DATE): | | RECRUITMENT SPREADSHEET UPDATED BY: | |
| INTERVIEW(NOTES): | | | |
| **RIGHT TO WORK CONFIRMATION:** | DOCUMENTS SUPPLIED:<br>○ PASSPORT<br>○ FULL BIRTH CERTIFICATE & P45/P60<br>○ FULL BIRTH CERTIFICATE & NI CARD<br>○ WORK PERMIT<br>○ HOME OFFICE LETTER | DOCUMENTS VIEWED & COPIED BY: | |

| | | |
|---|---|---|
| YES AFTER INTERVIEW: | DEPARTMENT: | |
| NOTES: | JOB TITLE: | |
| | IND DATE: | START DATE: |
| | PAY GRADE: | AGE: |