



Guidance Notes

Bourne Leisure's preferred recruitment method is online. Please go to www.bournejobs.co.uk where current vacancies are listed and online application forms or CV uploads are available. If you wish to complete this paper application form please do so in **BLOCK CAPITAL** letters. It is important that you complete all sections. Failure to do so may delay or invalidate your application.

Application Details

Brand applied for: _____

Position applied for: _____ Full Time Part Time

Preferred location: _____

Dates available: From: _____ To: _____

Personal Details

Surname: _____ Forename(s): _____

Any previous name used: _____ NI Number: _____

Title: (Mr/Miss/Mrs etc) _____ Sex: Male Female

Address: _____

Home Tel No.: _____

Email: _____ Mobile Tel No.: _____

If successful, will this be your only form of employment? Yes No

If 'no', please give name and address of any other employers: _____

Have you previously worked for the Bourne Leisure Group?
(E.g. Butlins/Haven/British Holidays/Warner Breaks) Yes No

If 'Yes', please state where: From: _____ To: _____

Job Title: _____

Reason for Leaving: _____

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Educational, Technical and Professional Qualifications

Please name any School, College, Institute or professional body in full and include any relevant qualifications attained.

Employment History

Please give details of all relevant jobs held, starting with your current or most recent employer. Please ensure to include any gaps between employment.

Length of Service	Employer Name & Address	Jobs Held / Key Achievements	Reason for Leaving



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References

It is company policy to obtain two satisfactory references with one being from your current or last employer or if you have recently finished studying, from a Tutor or Head Teacher. Other references should be from someone who has known you for at least two years and should not be a family member. References will only be taken up with your permission. All employment offers are subject to receipt of satisfactory references.

Reference One *(Current or last employer)*

Company Name: _____
 Referee Name: _____
 Position: _____
 Business Address: _____

 Postcode: _____
 Tel No: _____
 Type of Business: _____
 May we approach this person now?
 Yes No

Reference Two *(Previous employer or personal)*

Company Name: _____
 Referee Name: _____
 Position: _____
 Business Address: _____

 Postcode: _____
 Tel No: _____
 Type of Business: _____
 May we approach this person now?
 Yes No

Other Personal Information

Because of the nature of the employment, all convictions, including those deemed as spent under the terms of the Rehabilitation of Offenders Act 1974, need to be disclosed. Ex-Offenders will be considered on an individual basis. Having a criminal record will not necessarily be a bar to obtaining employment.

1. Have you been convicted of any criminal offences? Yes No
2. Have you ever received a Police Caution? Yes No
3. Are you facing any criminal prosecutions? Yes No

If 'yes' please supply details on a separate sheet including date, penalty and nature of offence.

4. Due to the nature of the business some positions may require a standard or enhanced disclosure check via the Criminal Records Bureau. If your application is successful do you agree to this check? Yes No

NB Once employed by the company, a team member must inform us of any criminal prosecutions, convictions or cautions. Failure to do so may result in disciplinary action, up to and including dismissal.

Equality & Discrimination Guidelines

The company is an equal opportunities employer. We do not discriminate on the grounds of race, colour, nationality, or ethnic origin, on the grounds of sex, sexual orientation, marital status, religion, political views, disability, age or trade union membership. You will be issued with an Equality Statement in our team handbook on appointment. To ensure that our Policy is as effective as possible, please answer the following:

I would describe my race or cultural origin as (tick one box only):

White Black Caribbean Black African Black other Indian Pakistani Bangladeshi
 Chinese Irish Any other race or ethnic group (please describe) _____

My sex is: Male Female

My age is: 16 - 19 20 - 29 30 - 39 40 - 49 50 - 59 60+

Do you consider yourself to have a Disability? Yes No

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1. Do you agree to undergo pre-employment, random or for cause drug testing? Yes No
2. Do you hold a valid work permit? (Non EU nationals only) Yes No
3. Is there any matter the company should be made aware of which may affect your ability and suitability to perform the functions of the position for which you are applying? Yes No

If 'yes' please supply details on a separate sheet.

4. Do you hold a valid full driving licence? Yes No

If you answered no but are taking your test can you provide the date:

Please detail any current endorsements:

Data Protection

By supplying the personal information on your application form and/or CV and any subsequent information, you are deemed to have given explicit consent, within the meaning of the Data Protection Act 1998, for the retention and processing of your personal information. Please note, we may use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in any other ways as permitted by law. For recruitment your details will be retained on file for a period of six months, if we do not hear from you we will assume you have no objection to this. If your application is successful this information will be retained on your personnel file.

Important Declaration

I understand that the company may hold information about me for personal reasons. This can be stored in both manual and/or computer form. Any information contained on this form may be released to my Team Manager at any time. I confirm that the information on this form and any attachments are accurate and complete. I understand that any information discovered to be incorrect may result in the termination of any agreements made.

Signature

Date

Vacancy Source

Where did you hear about this vacancy? (Please tick all that apply)

- From a team member, who?
- Our Company Website bournejobs.co.uk
- Other Website, which one?
- Professional publication, which one?
- Newspaper advertisement, which one?
- Radio advertisement, which one?
- Job Centre, which location?
- Job Fair, which one?
- Other, please state