



# Blue Bay T r a v e l

## Application for Employment

Blue Bay Travel Ltd is an Equal Opportunity Employer, which makes employment decisions regarding prospective qualified employees without regard to race, colour, sex, religion, national origin, age, disability, marital status or sex change status or any other factor protected by law.

### PLEASE PRINT AND ANSWER ALL QUESTIONS

Position applied for: \_\_\_\_\_ DATE: \_\_\_\_\_

Where did you hear about this vacancy: \_\_\_\_\_

### PERSONAL DATA

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

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

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Do you require a work permit to take up employment in the U.K.?  Yes  No

### EDUCATION AND TRAINING:

| Name & location of education establishment: | Course of study/Qualifications: | Date: from | Date: to | Qualifications earned (results) |
|---|---------------------------------|------------|----------|---------------------------------|
|   |                                 |            |          |                                 |
|   |                                 |            |          |                                 |
|   |                                 |            |          |                                 |

**EMPLOYMENT HISTORY**

Please give an accurate, complete full-time and part-time employment record. Attach additional sheets if necessary.

Employer's name (current name): \_\_\_\_\_ Telephone no: \_\_\_\_\_

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

City: \_\_\_\_\_ County: \_\_\_\_\_ Post code: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Describe job duties: \_\_\_\_\_ Starting salary: \_\_\_\_\_

\_\_\_\_\_ Last salary: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

May we contact your present employer as a reference prior to making a hiring decision?  Yes  No

Employer's name (current name): \_\_\_\_\_ Telephone no.: \_\_\_\_\_

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

City: \_\_\_\_\_ County: \_\_\_\_\_ Post code: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Describe job duties: \_\_\_\_\_ Starting salary: \_\_\_\_\_

\_\_\_\_\_ Last salary: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Employer's name (current name): \_\_\_\_\_ Telephone no.: \_\_\_\_\_

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

City: \_\_\_\_\_ County: \_\_\_\_\_ Post code: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_

State job titles and describe job duties: \_\_\_\_\_ Starting salary: \_\_\_\_\_

\_\_\_\_\_ Last salary: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Please list any further positions on the back of this page.**

**REFERENCES**

| Name, address and position | Employer | Telephone |
|----------------------------|----------|-----------|
|                            |          |           |
|                            |          |           |

Have you ever had any serious illness or injury?  Yes  No

If yes, please provide details: \_\_\_\_\_

Are you registered as disabled?  Yes  No

Have you any health problems or physical disabilities?  Yes  No

Do you require any adjustments or special arrangements to be made when attending for interview?  Yes  No

If yes, please provide details: \_\_\_\_\_

Are you interested in working:  Part time  Full time

Are there any days, shifts, hours you will not work?  Yes  No

If yes, please provide details: \_\_\_\_\_

-

If selected when will you be able to start work? \_\_\_\_\_

Do you have a criminal record?  Yes  No

This does not apply to convictions which are spent under the Rehabilitation of Offenders Act 1974.

(Note that a 'Yes' answer does not automatically disqualify you from employment, since the nature of the offence, date and the job for which you are applying are also considered.)

If yes, please describe the conviction(s) fully, listing the dates and nature of the offence(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you previously submitted an application to the company before?  Yes  No

If yes, month and year and position applied for \_\_\_\_\_

**DRIVING RECORD:**

Do you hold a valid British driver's licence?  Yes  No

**COMMENTS**

Please add any comments you wish to make to support your application

**INTERESTS**

Please describe your leisure interests

## EQUAL OPPORTUNITIES MONITORING FORM

Job title: \_\_\_\_\_ Department: \_\_\_\_\_  Full time  Part time

**Blue Bay Travel Ltd** is committed to a policy of equal opportunities in employment. In order to monitor the operation of this policy, it is necessary to collect information from all job applicants and employees on the key characteristics which relate to equal opportunity in employment.

The information collected will form a confidential record which will only be used to monitor the operation of the employers Equal Opportunities Policy. This information is requested on a separate form and it will not be seen or made known to selector.

Please mark the following boxes with a tick and delete any words as appropriate.

1. Gender:  Female  Male

2. Date of birth: \_\_\_\_\_

3. Marital status:  Married/live with partner  Single/divorced/widowed

4. No. of dependants:  Dependent children  Other dependants

5. Ethnic Origin:  
*Please read the list below and tick the appropriate box that you feel most nearly describes your ethnic origin:*

| <b>ASIAN</b>   |                                    | <b>BLACK</b>   |                                    |
|--|------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Bangladeshi                         | <input type="checkbox"/> Chinese   | <input type="checkbox"/> African                       | <input type="checkbox"/> Caribbean |
| <input type="checkbox"/> Indian                              | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Other – please describe _____ |                                    |
| <input type="checkbox"/> Other Asian – please describe _____ |                                    |  |                                    |

### **OTHER**

White  
 Any other ethnic group – please describe \_\_\_\_\_

6. Are you registered disabled?  Yes  No

**Thank you your co-operation in providing this information.  
Please return this form to:**

**Angela Wilson  
Blue Bay Travel Ltd  
Unit A4, Trentham Business Quarter  
Bellringer Road  
Trentham  
Stoke on Trent  
Staffordshire  
ST4 8GB**