



EMPLOYMENT APPLICATION FORM

Position/s Applying for: Park:.....

Where did you see the vacancy advertised:.....

Personal Details (please complete in BLOCK CAPITALS)

Surname Previously known as

Forenames

Permanent address and post code

.....

If you've been there less than one year please give previous address

.....

Home Telephone Number Mobile Number

Email Address

National Insurance Number **(MUST BE PROVIDED)**

Do you live with, have a relationship with or know any past or present employee of Shorefield Holidays Limited? **Yes/No**

If yes please give details

Have you previously been employed by Shorefield Holidays Limited? **Yes/No**

If yes, please give details

Have you previously applied for employment with Shorefield Holidays Limited? **Yes/No**

If yes, please give details:

It is our policy that we do not employ owners of holiday homes which are on our parks. Do you or does a member of your family own a holiday home on one of our parks? **Yes/No** If yes, which park and unit, and what is your relationship:

Do you have a current full UK Driving Licence? **Yes/No**
(you may be required to drive a company vehicle)

Do you own a car? **Yes/No**
(you may be required to use your car for work purposes)

If you do not own a car, how would you travel to work:



Employment History

Please give details of your previous employment starting with your present or most recent job - continue on a separate sheet if necessary

Company Name and Address

.....

Dates Employed From To Final Salary.....

Position held (Job Title) including a brief description of duties

.....

Reason for Leaving

Company Name and Address

.....

Dates Employed From To Final Salary

Position held (Job Title) including a brief description of duties.....

.....

Reason for Leaving

Company Name and Address

.....

Dates Employed From To Final Salary

Position held (Job Title) including a brief description of duties.....

.....

Reason for Leaving

Education and Qualifications

Please give details of your education and qualifications starting with the most recent

Name of School/College/University	Qualifications Obtained	Grade Achieved



Training

Please give details of any other training you have received that may be relevant to this Application. If you are offered employment we will need to take photocopies of relevant certificates. Please bring originals with you if you are called for interview.

<u>Date</u>	<u>Details of training</u>

Skills

Please give details of which of the following skills you have.

- | <input checked="" type="checkbox"/> | <u>Skill</u> | <u>To what level/details</u> |
|-------------------------------------|---------------------|------------------------------|
| <input type="checkbox"/> | Health & safety | |
| <input type="checkbox"/> | Microsoft Word | |
| <input type="checkbox"/> | Microsoft Excel | |
| <input type="checkbox"/> | Microsoft Outlook | |
| <input type="checkbox"/> | Microsoft Publisher | |
| <input type="checkbox"/> | Report writing | |
| <input type="checkbox"/> | Foreign language/s | |

General Experience

Please give details of experiences, knowledge and abilities you have gained both in and out of work that you feel show your ability to perform in the position/s that you have applied for.

- Do you hold any positions of civic or social responsibility, public or voluntary commitments? **Yes/No** If yes, please give details.....
- Have you ever been convicted of a criminal offence which is not yet spent under the Rehabilitation of Offenders Act 1974? **Yes/No** If yes, please give details:
- Do you have any prosecution pending? **Yes/No** If yes, please give details
- As part of the conditions of employment we may need to carry out a Police or DBS check on you. Do you have any objection to this? **Yes/No**
- Have you ever had any County Court Judgements (CCJ's) in the last 6 years? **Yes/No** If yes, please could you provide full details including whether the CCJ has been satisfied or whether it remains outstanding



References

Please provide details of 3 individuals from whom we may obtain references. Referees may not be related to you or currently employed by Shorefield Holidays Limited.

- One of these **must** be from your present or most recent employer, unless you have not been employed before.
- One can be a school/college tutor.
- The rest can be either previous employers or personal references.

Referee1 (most recent employer)

Type of referee: Employer / Personal / Student (delete as appropriate)

Name & Title (Mr/Mrs/Miss/Ms/Dr)

Email Address Telephone Number

Address & Post Code (only required if email address not available)

How do you know this person / Referee's Position in Company

How long have you known this person?..... May we approach them now **Yes/No**

Referee 2

Type of referee: Employer / Personal / Student (delete as appropriate)

Name & Title (Mr/Mrs/Miss/Ms/Dr)

Email Address Telephone Number

Address & Post Code (only required if email address not available)

How do you know this person / Referee's Position in Company

How long have you known this person?..... May we approach them now **Yes/No**

Referee 3

Type of referee: Employer / Personal / Student (delete as appropriate)

Name & Title (Mr/Mrs/Miss/Ms/Dr)

Email Address Telephone Number

Address & Post Code (only required if email address not available)

How do you know this person / Referee's Position in Company

How long have you known this person?..... May we approach them now **Yes/No**

I declare that, to the best of my knowledge and belief, the information given in this application is correct. I consent to this information being held on file in accordance with the D P A Act 1998 / GDPR 2018. You can access our Privacy Notice on the [Careers](#) page of the Company website.

Signature Date





EQUAL OPPORTUNITIES QUESTIONNAIRE

Shorefield Holidays Limited is committed to equal opportunities. The information requested on this form is for monitoring equal opportunities within the selection process at Shorefield Holidays Limited. The information provided will be used for statistical purposes only.

TITLE: MR / MRS / MISS / MS / OTHER

MARITAL STATUS:

AGE:

DATE OF BIRTH:

NATIONALITY:

PLACE OF BIRTH:

ETHNIC ORIGIN: ASIAN CHINESE ASIAN INDIAN
ASIAN PAKISTANI BLACK AFRICAN
BLACK CARIBBEAN BLACK UK
BLACK OTHER WHITE
OTHER

Any other race or ethnic group (please describe):

Do you require a Work Permit to legally work in this country? **Yes / No**

If you are offered employment you will be required to prove to our satisfaction that you have a right to be in and to be employed in the UK (Asylum and Immigration Act 1996)



INVESTOR IN PEOPLE

Shorefield Country Park | New Forest Lodge Retreat | Oakdene Forest Park | Forest Edge Holiday Park
Merley Court Holiday Park | Wilksworth Caravan Park | Swanage Coastal Park | Lytton Lawn Touring Park

vacancies@shorefield.co.uk | 01590 648328 | www.shorefield.co.uk/careers

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