

**Riviera International Centre**  
**Employment Application Form**

Please complete **ALL** sections using BLOCK CAPITALS and place a tick ✓ in all the relevant boxes

**Section 1 - The Position**

Please state the vacancy you are applying for: _____ _____ _____ _____	Type of employment:	Nature of employment:	How did you find out about this position?
	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Casual <input type="checkbox"/>	Online <input type="checkbox"/> Job Centre <input type="checkbox"/> Recommendation <input type="checkbox"/> Other <input type="checkbox"/> If other, please give details: _____

**Section 2 - Personal Details**

Title (Mr, Mrs, Miss, etc):	Surname:	First name:
Full address and postcode:	Home telephone no: (inc STD code)	
	Mobile telephone no:	
	Email address:	
	National Insurance no:	
Available start dates:	Holidays already booked:	
Do you have a valid Driving Licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	Current endorsements on your Driving Licence? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give details:	

**Section 3 - Qualifications**

Starting with the most recent, please list any formal qualifications you have achieved.  
Please feel free to continue on a separate A4 sheet and attach to this form.

Full name and address of school/college, etc.	Examination subjects and results	Responsibilities held (Societies, Teams, etc)

Please provide information of any relevant courses you have attended as part of your personal or professional development, eg Basic Food Hygiene, First Aid at Work, NPLQ, etc

<b>Course:</b>	<b>Date(s):</b>	<b>Qualification (if appropriate):</b>

**Section 4 - Details of current and previous employers**

Starting with your current/most recent employer please detail below your employment history, accounting for any gaps in employment, eg voluntary work, gap year, etc. Please feel free to continue on a separate A4 sheet and attach to this form.

<b>Name and address of employer/company</b>	<b>Job title (and brief details of duties)</b>	<b>From</b>	<b>To</b>	<b>Reason for leaving</b>

**Section 5 - Other Details**

Please use this space to tell us why you are interested in this position and what you can bring to the role.

## Section 6 – Additional Information

- Do you hold a UK/EU passport? Yes  No
- Do you have full authorisation to work in the UK? Yes  No
- Do you require a Work Permit? Yes  No
- Are you required to register under the Workers Registration Scheme?  
(Under the Asylum and Immigration Act 1996) Yes  No
- Do you require a Young Persons Work Permit?  
(Applies to Applicants age 16 & under in compulsory full time education)  
(Under The Children (Protection at Work) (No.2) Regulations 2000) Yes  No
- Licensing conditions and certain Legal and Health & Safety implications restrict certain age groups in some roles, for instance bar work. Please tick if the following age band applies: Under 18

## Section 7 - Availability

Our vacancies can include a variety of shift patterns. Please tick all the shifts you are available to work:

Weekdays	Yes <input type="checkbox"/> No <input type="checkbox"/>	Early Mornings	Yes <input type="checkbox"/> No <input type="checkbox"/>
Saturdays	Yes <input type="checkbox"/> No <input type="checkbox"/>	Late Nights	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sundays	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Number of hours per week you are available to work \_\_\_\_\_

## Section 8 - References

Please provide details of **Employer referees covering the last 3 years** (one of whom must be your last/current employer). If you have not enjoyed continuous employment for this period, please provide details of either an educational reference or character reference as appropriate.

Character referees must have known you for at least 2 years and cannot be a family member. Failure to provide such information may result in The Centre not being able to accept/process your application.

**Unless specifically requested otherwise, we will take up references using the names supplied.**

REFERENCE 1: (Please complete IN FULL)		REFERENCE 2: (Please complete IN FULL)	
Name:		Name:	
Company:		Company:	
Their position:		Their position:	
Address and postcode:		Address and postcode:	
Email:		Email:	
Telephone No:		Telephone No:	
Type of reference: Employer / Student / Character (please circle)		Type of reference: Employer / Student / Character (please circle)	
Referee known to you:	From:	Referee known to you:	From:
	To:		To:
May be contacted prior to interview: (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>		May be contacted prior to interview: (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>	

REFERENCE 3: (Please complete IN FULL)		REFERENCE 4: (Please complete IN FULL)	
Name:		Name:	
Company:		Company:	
Their position:		Their position:	
Address and postcode:		Address and postcode:	
Email:		Email:	
Telephone No:		Telephone No:	
Type of reference: Employer / Student / Character (please circle)		Type of reference: Employer / Student / Character (please circle)	
Referee known to you:	From:	Referee known to you:	From:
	To:		To:
May be contacted prior to interview: (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>		May be contacted prior to interview: (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>	

We may need to provide additional information to former employers as part of the reference process (eg NI no, employment dates, etc). Please tick this box if you do not wish us to release this information

**Section 9 – Rehabilitation of Offenders**

<p>Do you have any convictions, cautions, reprimands or final warnings that are not protected as defined by the Rehabilitation of Offenders Act 1974? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Candidates applying for employment involving regular unsupervised access with children and/or vulnerable adults will be required to complete an additional Declaration Form and a DBS Check if selected for employment.</p>
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**Section 10 – Availability for Interview**

<ul style="list-style-type: none"> <li>▪ Please tell us if there are any dates when you will not be available for interview _____</li> <li>▪ If you have a disability, please tell us about any adjustments we may need to make to assist you at interview _____</li> </ul>
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**Section 11 – Declaration**

<p><b>Data Protection</b> – Information provided by you on this Application Form is collected, processed and retained in accordance with the GDPR and Data Protection Act 2018 and will be used by Riviera Centre staff during the recruitment process solely for the purposes of assessing the eligibility of your application, shortlisting and interviewing for the vacancy. Your information will be held securely on file for six months and then confidentially destroyed. If you are successful in your application for employment, this form will be kept in your personnel file and the information also held on the Company’s HR/Payroll computer software.</p> <p>I can confirm that to the best of my knowledge the above information is correct. If offered employment by the Riviera International Conference Centre, I accept this will be subject to satisfactory references, trial period, work permit documentation (as appropriate) and (if required) my passing a medical examination. I accept that providing deliberately false information could result in my instant dismissal. I agree that the information provided on this application form may be held, processed and/or verified in accordance with the General Data Protection Regulation.</p>				
<table border="1"> <tr> <td><b>Name:</b></td> <td rowspan="2"><b>Signature:</b></td> </tr> <tr> <td><b>Date:</b></td> </tr> </table>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>	
<b>Name:</b>	<b>Signature:</b>			
<b>Date:</b>				

Please complete and return to: HR Department, Riviera International Centre, Chestnut Avenue, Torquay, Devon TQ2 5LZ  
Tel: 01803 299992 Email: jobs@ricc.co.uk