

Please note that if you are unable to input information into this form in Microsoft Word, you can select “View” then “Edit Document” to exit Protected mode.

# Application Form

This application form is designed to obtain factual information about you, your training and your work experience to date as well as to learn more about you as a person. Please complete and return with a copy of your up to date CV.

## Personal Particulars

|  |  |
| --- | --- |
| Surname | Click or tap here to enter text. |
| First Name | Click or tap here to enter text. |
| Current Address | Address Line 1 Address Line 2 Town Country Postcode |
| Telephone no. | Click or tap here to enter number. |
| Mobile no. | Click or tap here to enter number. |
| E-mail address | Click or tap here to enter text. |
| Date of Birth | Click or tap to enter a date. |
| Do you currently have permission to work in the UK? | Yes  No |
| Do you currently have a full driving licence? | Yes  No |
| Do you hold a current first aid certificate | Yes  No |
| Do you have any unspent criminal convictions? \* | Yes  No |
| Reasons for leaving current employment | Click or tap here to enter text. |
| Notice period required for current employer | Click or tap to enter a date. |

## Working For Richmond

|  |  |
| --- | --- |
| How did you hear about Richmond Holidays? | Click or tap here to enter text. |
| Have you worked for Richmond Holidays before? | Yes  No |
| If yes, when and in what capacity? | Click or tap here to enter text. |
| Why do you think you are suitable for the role(s) you are applying for and what do you feel you can offer Richmond? | |
| Click or tap here to enter text. | |

## Health

|  |
| --- |
| Are there any areas of the role you are applying for that you would require additional support to perform due to health limitations or disabilities? |
| Click or tap here to enter text. |

## Interests and Hobbies

|  |
| --- |
| List the pastimes and sports which you participate in regularly and state whether you play any musical instruments, belong to any teams, clubs, associations etc. |
| Click or tap here to enter text. |

## Character

|  |
| --- |
| What do you feel are your strengths of character? |
| Click or tap here to enter text. |
| What do you feel are your weaknesses? |
| Click or tap here to enter text. |

## Christian Experience (if applicable)

|  |
| --- |
| Describe how you became a Christian and comment on what it now means to you. |
| Click or tap here to enter text. |
| Outline your experience of Christian service in the last five years, or since becoming a Christian. |
| Click or tap here to enter text. |

## References

The names of two referees are required; one should be a character reference (if you are a Christian, please name a church leader from your current church, or a mature Christian who has known you well, and one from a recent employer.

If applying for work with children or young people under 18, one reference must be from a qualified childrens worker, youth worker, or teacher/social worker.

|  |  |  |
| --- | --- | --- |
|  | **Character Reference (Church referee if a Christian)** | **Employer Referee** |
| Name | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Address Line 1 Address Line 2 Town Country Postcode | Address Line 1 Address Line 2 Town Country Postcode |
| Telephone number | Click or tap here to enter text. | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. | Click or tap here to enter text. |
| Position in organisation | Click or tap here to enter text. | Click or tap here to enter text. |
| Length of time known | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |

## Declaration

The information given on this form and the enclosed CV are, to the best of my knowledge, true and complete.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Click or tap here to enter text. | Date | Click or tap to enter a date. | |
|  | | | | |
| Please tick this box to confirm that you are happy for Richmond to retain this information for future job opportunities | | | |  |

Please complete this form and return with your up-to-date CV to [jobs@richmond-holidays.com](mailto:jobs@richmond-holidays.com)

\* If you answered yes, please send details in a separate email addressed to the HR Manager to [confidential@richmond-holidays.com](mailto:confidential@richmond-holidays.com)