

# APPLICATION FORM

THE HISTORIC  
DOCKYARD  
CHATHAM



Ref No: OH-VCA-21-1

All information supplied on this form will be treated as **STRICTLY CONFIDENTIAL**

**POST APPLIED  
FOR:**

Visitor Catering and Hospitality Assistant

## 1. Personal Details

Surname		Forename (s)	
Permanent Address and Postcode:			
Address for correspondence (if different):			
Telephone No(s)	Home:	Work:	
Email Address		Mobile:	
Are we able to contact you at work?	By Phone: Yes / No		By Email: Yes / No
Do you hold a current full car driving licence?			Yes / No

## 2. References

Please give two referees who can comment on your professionalism / work ability, one of whom should be your present / most recent employer

a) Present / Most Recent Employer		b) Second Referee	
Name Address		Name Address	
Position		Position	

References will normally be taken up for shortlisted applicants. Please tick the appropriate box if this is not convenient

Reference a)

Reference b)

### 3. Details of Secondary / Further Education

Dates	School/College/University	Qualifications Gained	Grade

### 4. Professional Qualifications / Membership of Professional Bodies

Dates	Full Details of Professional Qualifications

### 5. Present / Most Recent Employment Details

Employer's Name & Address		Job Title	
		Date Appointed	
		Date Terminated	
		Latest Salary	
		Length of Notice	
Summary of main duties / purpose of job			

**6. Previous Employment (starting with the most recent)**

From	To	Employer & Position Held	Final Salary	Reason for Leaving

**7. Reasons for Applying for This Post**

Continue on a separate sheet if necessary

## 8. Relevant Experience / Skills

Please give details of any achievements or work experience, including voluntary work, which you consider relevant to this post (refer to the Person Specification where appropriate).

Continue on a separate sheet if necessary

## 9. Convictions / Cautions

Have you ever been convicted of, charged with, summoned or cautioned for any offence?

*Please circle:* Yes / No

If the offence is unspent, please describe the offence and date of conviction

Failure to disclose any unspent convictions may render you liable for dismissal.

Please state where our advertisement was first seen:

I declare that the facts given in this application are to the best of my knowledge correct. I understand that any false information may result in my dismissal, if appointed.

**Signed**.....**Date**.....

**Notes:**

**Equal Opportunities**

The Chatham Historic Dockyard Trust is an Equal Opportunities employer. We monitor our recruitment processes to ensure that all applicants are fairly assessed and that we meet our obligations under the various Acts of Parliament and related Codes of Practice concerned with race relations, sex discrimination and the employment of disabled persons.

**Asylum and Immigration Act 1996**

Under the Asylum and Immigration Act 1996 we are now obliged to see the following documents at the time of appointment: either a passport or identity card proving right of residence in the UK; or a document showing your National Insurance number (eg P45, P60 or NI card) AND a birth certificate or equivalent.

**Data Protection**

The information you supply on this application form will be used to assess your suitability for the post applied for (or another relevant post). These details will only be disclosed to those persons involved in the selection process or Personnel administration.

The Chatham Historic Dockyard Trust will retain the forms of unsuccessful applicants for 12 months – in accordance with current guidance.

Please be assured that The Chatham Historic Dockyard Trust will protect your information, and treat as confidential at all times.

# WORKFORCE DIVERSITY MONITORING FORM

## FOR OFFICE USE ONLY

Application Ref No.   
Shortlisted   
Job Offered   
Job Accepted

### PLEASE COMPLETE THIS FORM AND RETURN IT WITH YOUR JOB APPLICATION

#### NOTE:

This will be separated from your application form and held in confidence by the Personnel Co-ordinator. The information you provide here plays no part in the selection process. It is used only to monitor the effectiveness of our Workforce Diversity Policy

Please tick one box in each section below:

#### **SECTION 1:** **ETHNIC ORIGIN**

- African
- Bangladeshi
- Caribbean /  
West Indian
- Chinese
- East African Asian
- Greek
- Greek Cypriot
- Indian
- Irish (Eire)
- Italian
- Mauritian
- Pakistani
- Sri Lankan
- Turkish
- Turkish Cypriot

- U.K (African Origin)
- U.K (Asian Origin)
- U.K (Mediterranean)
- U.K (White)
- Mixed Race (please specify)  
\_\_\_\_\_

Other (please specify)  
\_\_\_\_\_

#### **SECTION 2:** **DISABILITY**

I consider I have a disability

Yes  No

#### **SECTION 3:** **CURRENT EMPLOYMENT**

Do you currently work for The  
Chatham Historic Dockyard  
Trust?

Yes  No

#### **SECTION 4:** **GENDER**

Female

Male

#### **Age**

16 – 24

25 – 34

35 – 44

45 – 54

55 – 59

60 – 64

65+

Where did you see this  
post advertised?

Local Newspaper (please  
specify)  
\_\_\_\_\_

Other (please specify)  
\_\_\_\_\_

**STRICTLY CONFIDENTIAL**