*Office Use Only*

*Department: \_\_\_\_\_\_\_\_\_*

*Payroll No: \_\_\_\_\_\_\_\_\_\_*

Bell Leisure Head Office,

Plaza, off Edinburgh Avenue,

Skegness, Lincolnshire

PE25 2UG

01754 896755

**APPLICATION FOR EMPLOYMENT/** FILE INFO

POSITION APPLIED FOR:

SURNAME FORENAMES

DATE OF BIRTH: / / MARITAL STATUS CHILDREN

POSTAL ADDRESS NEXT OF KIN

 NEXT OF KIN CONACT NO FF D D

OUR PAYLSIPS ARE SENT VIA E-MAIL - PLEASE PROVIDE AN E-MAIL ADDRESS TO USE OR CONTACT YOUR SUPERVISOR

E-MAIL 3

POST CODE D

MOBILE NUMBER D

HOME NUMBER D

DO YOU CURRENTLY ATTEND SCHOOL OR COLLEGE? YES NO

IF SO PLEASE GIVE DETAILS:

CURRENT EMPLOYMENT DATE STARTED / /

 PREVIOUS EMPLOYER/S DATES EMPLOYED REASON FOR LEAVING

CRIMINAL RECORD? YES NO IF YES PLEASE GIVE DETAILS:

HAVE YOU WORKED FOR THIS COMPANY BEFORE? YES NO WHERE/WHEN?

DRIVING LICENCE? YES NO OWN TRANSPORT? YES NO SMOKER? YES NO

ANY TASK INFLUENCING MEDICAL PROBLEMS?

ANY HOLIDAY COMMITMENTS FOR THIS YEAR? YES NO DETAILS

DO YOU HOLD A CURRENT BANK ACCOUNT? YES NO NI NUMBER \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

IT IS NOW A LEGAL REQUIREMENT THAT EVERY EMPLOYEE PROVIDES PAPERWORK TO PROVE ELIGIBILITY TO WORK IN THE UK. IF OFFERED A POSITION PLEASE BRING A COPY OF YOUR PASSPORT TO WORK ON YOUR FIRST SHIFT. IF YOU DO NOT HAVE A PASSPORT, BRING A COPY OF YOUR BIRTH CERTIFICATE/DRIVING LICENCE *AND* PROOF OF NI NUMBER (COPY OF NI CARD OR COPY OF OFFICIAL PAPERWORK).

IT IS THE EMPLOYEES RESPONSIBILITY TO PROVIDE BANK ACCOUNT DETAILS; FAILURE TO DO THIS WILL RESULT IN NON PAYMENT OF WAGES. YOU MUST ALSO COMPLETE A STARTER CHECKLIST AND BRING IN YOUR P45.

**I declare that the facts I have stated in this document are true and correct and recognise that should the company subsequently find otherwise; employment will be summarily terminated.**

**SIGNED DATE / /**

*Office use only*

*Start Date / / Rate of Pay £ Authorised By Position/Outlet*