

Job application form

The Hare and Hounds is committed to extremely high standards in all aspects of the business, this includes all members of the team. Trust, integrity, reliability, punctuality, and a driven attitude are essential.

Please complete all this form Guidance notes are included at the end of this form.

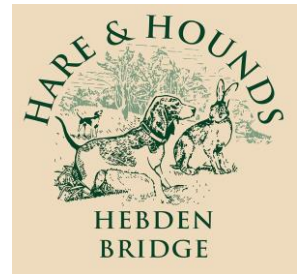
N.B. CV's will not be accepted.

Job details

Position Applied For	
Please indicate preferred working arrangements:	Full time / part time / job share
Closing date for application	
Reference number	

Personal details

Surname	
First names	
Title (select as appropriate)	Mr / Mrs / Miss / Ms / Other
Preferred Name	
Address	
Email address	
Daytime telephone number	
Mobile	
Home	
Date of Birth	
Do you require a work permit?	YES <input type="checkbox"/> NO <input type="checkbox"/>



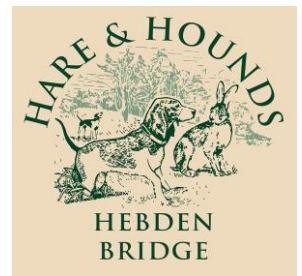
Present employment

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Job title	
Name and address of employer	
Date commenced with employer	
Salary / wage / benefits	
Notice required	
Briefly describe your present job; its main purpose and your responsibilities:	

Previous employment

Please list most recent first. Include permanent and temporary work, service with HM Forces, voluntary work and any work experience from leaving school			
Name & Address (include nature of business)	From / To (exact dates)	Position and Salary	Reason for leaving



Time Breaks in Employment

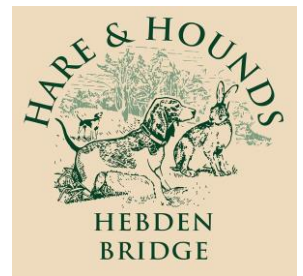
Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include e.g. unemployment or voluntary work. Please state this information in chronological order. *(please continue on a separate sheet if necessary)*

From (exact dates)	To (exact dates)	Reason for break:

Education and qualifications

From age 11 onwards, and please state whether full (F) or part (P) time

Name of School, College, University etc	From / To	F/P	Subjects studied (with grades and year taken)

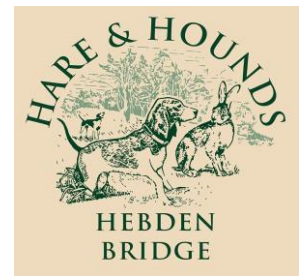


Driving Licence

Do you hold a full current Driving Licence? (select as applicable)	Yes / No
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Why are you applying for this job, What will you add to the team ?

Please mention any specific skills or experience that meets the requirements of the job
These skills may have been gained in relation to your current or previous employment,
education, training, domestic activities, voluntary work or leisure interests.



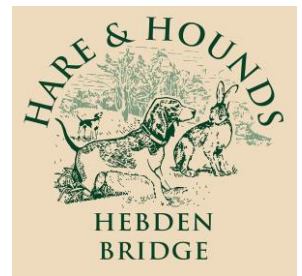
References

Please provide two references. One must be your present or last employer (where applicable) and another second employer. If you have not been employed previously, please provide academic and character references.

A job offer will not be made without 2 satisfactory references.

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the 'Previous Employment' section of this form.


Present/last employer	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes / No
Second Employer	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes / No



Warnings and Disciplinary Issues

Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning?	Yes / No
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Declaration

I declare that the information given on this application form is true and correct. I understand that any false or misleading information, or omissions of information may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination.	
Signed:	
Date	
Print name	
If form has been completed electronically please place an 'x' in this box to indicate your consent →	
 Data Protection Act 1998 <p>The Hare and Hounds will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.</p> <p>Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.</p>	

How to return your form

Please send your completed application form to:

The Hare and Hounds Hebden Bridge Ltd – Lane ends lane – Wadsworth – Halifax – HX78TN

Completed forms can be emailed to: info@hareandhoundshebdenbridge.co.uk

If you are returning your application by post, please ensure you use the correct postage for the size, weight and thickness of your envelope in line with the revised posting system. In the interests of economy an acknowledgement will be sent only if you supply a stamped addressed envelope.

Please note if we do not contact you within 4/6 weeks of the published closing date (or in the absence of a closing date, within 4/6 weeks of the date on which you submitted your application), then you have not been short listed for an interview. All applicants' details are kept on file for 6 months. In the meantime may we take this opportunity to thank you for your application and for your interest in The Hare and Hounds .