

Hotel Team Member application form



Travelodge

Hotel Team Member Application Form

Please complete this form as accurately and honestly as you can, as it is an important part of our selection procedure.

If you are unable to complete this form, please let us know. You may be able to submit your application in a different format or have another person complete this for you.

Applications can also be made via www.travelodge.co.uk/careers

General Information

What position are you applying for? _____

Preferred hotel location(s)? (up to three) 1) _____ 2) _____ 3) _____

How did you hear about this vacancy? _____

Personal details

Surname: * _____

Title: * Mr/Mrs/Miss/Ms/Other _____

First Name: * _____

National Insurance Number: * _____

Previous Name (if applicable): _____

Email Address: _____

Address1: * _____

Telephone: (home) _____

Address2: _____

Telephone: (mobile) _____

Town / City: _____

County: _____

Post Code: * _____

Country: * _____

Are you over the age of 16 years?
Specific roles require a minimum age.

Yes ☐ No ☐

Authorisation to work in the EU

Are you authorised to work in the EU? *

Yes ☐ No ☐

If you are a non-EU national you are required by law to be in possession of a valid work permit before you can take up employment. We are legally obliged to ask you to provide evidence of your right to work in the EU.

If you are successful with your application we will ask you to provide appropriate documents, such as your passport or work permit.

Additional Information

Current / Latest Job Title: _____

Current rate of pay (£): * (per hour) _____ Expected rate of pay (£): * (per hour) _____

Please specify how many working hours you require: * _____

Are there any days or hours you are unable to work?

Yes ☐ No ☐

If yes, please give details: _____

Have you ever applied to Travelodge before?

Yes ☐ No ☐

Have you ever worked for Travelodge?

Yes ☐ No ☐

If yes, please give details of role, location & dates: _____

Have you ever been convicted of a criminal offence that you need to declare?

Yes ☐ No ☐

If yes, please give details: _____

Do not include spent convictions under the Rehabilitation of Offenders Act 1974.
We reserve the right to request a copy of your criminal record at any time.

* Mandatory Field

More About You – Application Questions

Why are you interested in this role? *

In no more than 2 sentences, tell us why you are the right person for this job? *

What 3 things are you most proud of? *

1.

2.

3.

List 3 things that you think make good customer service? *

1.

2.

3.

Name a company where you received good customer service. Give 3 reasons why the service was good. *

Company Name

1.

2.

3.

More About You – Work Experience

Please provide details of your employment history for your last 10 years of employment (if applicable). Give full details of all relevant employment, including specific responsibilities, experience and knowledge gained, detailing your most recent employment first. Please continue on a separate sheet if necessary.

Job Title	Company	Start Date	End Date	Brief description of responsibilities, experience & knowledge gained

More About You – Education and Training

Please enter the names of schools, colleges and/or universities you have attended, with the subject and result details in the space provided below.

Please input all the exams you have taken from GCSE (or equivalent) upwards and the grades you were awarded.

Level of Qualification	Subject	Result (Grade)	Name of Institution

Any other Training

Please give details of any relevant training

Please be aware that Travelodge provides full training for all hotel roles

Declaration

I declare that the information on this form is to the best of my knowledge true and complete. I understand that if any statement or omission is subsequently found to be false, misleading or misrepresentative my employment with Travelodge may be terminated. I understand that references may be received at any time after I have commenced employment with Travelodge and that my continued employment is at all times subject to these references and my health declaration being satisfactory to the Company.

The Data Protection Act 1998 ("the Act") sets out certain requirements for the protection of your personal information against unauthorised use and disclosure. The Act also gives you certain rights.

Except to the extent we are required or permitted by law, the information which you provide in this application form, and any other information obtained or provided during the course of your application ("the Information") will be solely for the purposes of assessing your application.

If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, we would be grateful if you could confirm your consent by ticking the box below.

By signing this application form, I consent to the use of my personal information for the purposes and on the terms set out above.

Signature _____

Date _____