

# LIGHTWATER VALLEY

## Application for Seasonal Employment 2019

PLEASE COMPLETE IN BLOCK CAPITALS AND IN BLUE OR BLACK PEN

<b>Full Name:</b>
<b>Address:</b>
<b>Home Phone Number:</b>
<b>Mobile Number:</b>
<b>Email Address:</b>
<b>NI Number:</b>
<b>D.O.B: (optional)</b>

<b>Are you eligible to work in the United Kingdom?</b>	<b>YES/NO</b>
All applicants will be required to provide documentary evidence to support being able to work in the United Kingdom if invited to interview. PLEASE NOTE: WE CAN ONLY ACCEPT BIRTH CERTIFICATES OR PASSPORTS	

<b>Which vacancy are you applying for?</b>	
<b>Where did you hear about this vacancy?</b>	
<b>Are you happy to be till trained?</b>	<b>YES/NO</b>
<b>Do you have your own transport?</b>	<b>YES/NO</b>

### Availability

Study the calendar carefully

Cross off all of the dates you cannot work, include days in education, any holidays already booked, any events you are already committed to, exam results days, festivals you might be attending, birthdays, weddings etc.

You will have a **limited** number of additional days you can book off so make sure you have included everything.

Any dates not crossed off mean you may be on the rota to work.

Feb							April							May							June							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
												6	7						4	5						1	2	
							8	9	10	11	12	13	14	6				10	11	12				6	7	8	9	
							15	16	17	18	19	20	21						18	19			12	13	14	15	16	
			21	22	23	24	22	23	24	25	26	27	28						25	26				20	21	22	23	
25	26													27	28	29	30	31			24	25	26	27	28	29	30	
July							August							September							October/November							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
1	2	3	4	5	6	7				1	2	3	4							1							5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2				6	7	8							12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9					14	15							19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25						21	22							26	27
29	30	31					26	27	28	29	30	31							28	29	28	29	30	31	1	2	3	

OFFICE USE ID  Ref sent  Ref Received

**Education and Qualifications**

QUALIFICATIONS: Please give details of any qualifications you have or any relevant courses you have attended.

Name(s) and Address(es) of School(s)/College(s) or details of any examining body	Dates		Level	Examinations Result/Grades
	From	To		

**Employment History**

Please list starting with the most recent, all the organisations for which you have worked during the last 5 years. If you are still in education please include any work experience you might have completed through school/college

Name(s) and Address(es) of Employer(s)	Dates		Position Held/ Main Duties	Reason for Leaving
	From	To		

**References**

Please provide details of 2 references, one of which must be your previous/last employer or current/last school or college. PLEASE PROVIDE FULL ADDRESSES OR EMAIL ADDRESSES – PHONE NUMBERS ARE NOT ACCEPTED

If you do not supply suitable/full details of referees we will not be able to progress further with your application

<b>Reference 1</b> – must be school/college or most recent employer	<b>Reference 2</b>
Name: Address:	Name: Address:

If you are successful at interview stage you will be invited to one of our Induction Days. References will be sent off prior to the Induction Day, please tick the box to agree to this or advise us at interview if you would prefer references to be sent out at a later date. We must have satisfactory references back before you can start work here.

**Please list any other qualifications, work experience or other skills you think may be relevant to your application.**

**What do you believe you can bring to Lightwater?**

**Tell us about yourself**

**Have you ever been convicted of a criminal offence?** (which is not a spent conviction under the Rehabilitation of Offenders Legislation) If Yes, please give details on separate cover.

YES/NO

**Do you have a full UK driver's licence?**

YES/NO

Please go back through your application form and check you have completed **all** of the form correctly: make sure you have included your name, your email address which is clear and legible, the calendar is correct and relevant and correct details have been given for referees.

**Declaration of Applicant**

I confirm that the above information is correct.

I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

## **What happens now?**

Return your application form to us either by email to [Julie@lightwatervalley.co.uk](mailto:Julie@lightwatervalley.co.uk) or by post to:  
HR Office, Lightwater Valley Attractions, North Stainley, Ripon, HG4 3HT

We aim to get back to you within 10 days and if you are successful at application stage you will be invited to either an Open Assessment Day or an interview. If you are attending either of these please bring your passport or birth certificate with you.

Please advise us if you have any specific requirements that we should be aware of so reasonable adjustments can be made to enable you to attend an interview.

If we feel we have a position suitable for you then you will be invited to an Induction Day in preparation of starting work with us. At this stage references will be sent out unless you have indicated otherwise.

Make sure the following email addresses are in your address book so emails from us do not go into your junk mail: [Julie@lightwatervalley.co.uk](mailto:Julie@lightwatervalley.co.uk) & [Kirsty@lightwatervalley.co.uk](mailto:Kirsty@lightwatervalley.co.uk)

If your application is unsuccessful you will be advised.

If we are fully staffed at the time we receive your application form you will be kept on hold for up to 3 months in case suitable vacancies arise.

Thank you for your interest and good luck with your application.