

THIS IS THE CLUB 18-30 APPLICATION FORM.

WELCOME TO THE FIRST STEP IN APPLYING FOR THE ENVIABLE JOB OF WORKING FOR CLUB 18-30.

AS A CLUB 18-30 REP OR AS PART OF OUR OVERSEAS OFFICE TEAM YOU ARE AMONG THE BEST IN THE BUSINESS AND SHOULD YOUR APPLICATION BE SUCCESSFUL YOU WILL BE JOINING A TIGHT KNIT TEAM OF KNOWLEDGABLE, HARD WORKING PROFESSIONALS, EACH ONE DEDICATED AT GIVING THOUSANDS OF HOLIDAYMAKERS THE TIME OF THEIR LIFE EVERY SUMMER.

PLEASE ATTACH A RECENT, PASSPORT SIZE PHOTO HERE.

(APPLICATIONS WITHOUT A PHOTO WILL NOT BE PROCESSED)

POSITION APPLIED FOR:
CLUB 18-30 REPRESENTATIVE
ADMINISTRATION STAFF
AVAILABLE FROM
TO

PERSONAL DETAILS.

FORENAME: _____

SURNAME: _____

EMAIL ADDRESS: _____

PERMANENT ADDRESS:

POSTCODE: _____

PRESENT ADDRESS (IF TEMPORARY) UNTIL

POSTCODE: _____

MOBILE PHONE: _____

HOME PHONE: _____

NATIONALITY: _____

NI NUMBER: _____

MARITAL STATUS: _____

PASSPORT NO.: _____

FULL UK DRIVING LICENCE: YES

NO

VALID FROM: _____

UNTIL: _____

WHERE DID YOU HEAR ABOUT THE RECRUITMENT CAMPAIGN? _____

LANGUAGES

DO YOU SPEAK ANY OTHER LANGUAGES THAN YOUR OWN? IF SO USE THIS SPACE TO STATE LANGUAGES SPOKEN AND YOUR FLUENCY IN THEM.

1. _____

2. _____

3. _____

4. _____

GENERAL

HAVE YOU TRAVELLED ABROAD IN THE LAST 5 YEARS? IF SO PLEASE LIST DESTINATION, MONTH AND YEAR.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

- 5. _____
- 6. _____
- 7. _____
- 8. _____

WITH WHICH TOUR OPERATORS?

HEALTH

DO YOU HAVE ANY PHYSICAL CONDITION WHICH WOULD LIMIT YOUR ABILITY TO PERFORM THE PARTICULAR JOB YOU ARE APPLYING FOR?
YES NO

DO YOU SUFFER FROM ANY RE-OCCURRING INJURY OR ILLNESS?
YES NO

CONVICTIONS

HAVE YOU EVER HAD ANY PROCEEDINGS ISSUED AGAINST YOU (EITHER CIVIL OR CRIMINAL)?
YES NO

IF YOU ANSWERED YES YOU ARE REQUIRED TO GIVE DETAILS ON A SEPERATE SHEET AS THE POST FOR WHICH YOU ARE APPLYING MAY BE EXEMPT FROM THE PROVISIONS OF SECTION 4 (2) OF THE REHABILITATION OF OFFENDERS ACT 1974 (EXEMPTIONS) 1975

DO YOU HAVE ANY CASES AGAINST YOU PENDING?
YES NO

REFEREES

PLEASE GIVE THE NAMES OF 2 RECENT WORK REFEREES.

1. NAME: _____
COMPANY: _____
JOB TITLE: _____
ADDRESS: _____

POSTCODE
PHONE NO.: _____

2. NAME: _____
COMPANY: _____
JOB TITLE: _____
ADDRESS: _____

POSTCODE
PHONE NO.: _____

EMPLOYMENT HISTORY.

EMPLOYER _____
CURRENT POSITION _____
FROM _____ TO _____
SALARY _____
KEY RESPONSIBILITIES _____
REASON FOR LEAVING _____
NOTICE PERIOD REQD. _____

PREVIOUS EMPLOYMENT.

1. EMPLOYER _____
CURRENT POSITION _____
FROM _____ TO _____
SALARY _____
KEY RESPONSIBILITIES _____
REASON FOR LEAVING _____
NOTICE PERIOD REQD. _____

2. EMPLOYER _____
CURRENT POSITION _____
FROM _____ TO _____
SALARY _____
KEY RESPONSIBILITIES _____
REASON FOR LEAVING _____
NOTICE PERIOD REQD. _____

3. EMPLOYER _____
CURRENT POSITION _____
FROM _____ TO _____
SALARY _____
KEY RESPONSIBILITIES _____
REASON FOR LEAVING _____
NOTICE PERIOD REQD. _____

TO BE RETAINED BY OFFICE RECRUITMENT MONITORING FORM

THE COMPANY OPERATES AN EQUAL OPPORTUNITIES POLICY AND AIMS TO GIVE FULL AND FAIR CONSIDERATION TO ALL CURRENT AND POTENTIAL EMPLOYEES. IN MONITORING THE EFFECTIVENESS OF THIS POLICY WE WOULD BE GRATEFUL IF YOU WOULD COMPLETE THIS FORM. THIS INFORMATION WILL BE TREATED AS CONFIDENTIAL AND WILL NOT BE USED AS PART OF THE SELECTION PROCESS - IT WILL BE USED SOLELY FOR MONITORING PURPOSES.

PLEASE BE ASSURED THAT IF YOU DO NOT WISH TO ANSWER ANY QUESTION(S), THIS WILL NOT AFFECT YOUR APPLICATION IN ANY WAY.

I AM APPLYING FOR THE POSITION OF _____

DEPARTMENT _____

SURNAME _____

FORNAME _____

ETHNIC ORIGIN

I WOULD DESCRIBE MYSELF AS (PLEASE TICK ONE)

WHITE

IRISH

INDIAN

BANGLADESHI

PAKISTANI

BLACK CARIBBEAN

BLACK AFRICAN

BLACK OTHER

CHINESE

OTHER

IF 'OTHER' PLEASE SPECIFY BELOW

GENDER

MY GENDER IS: MALE

FEMALE

AGE

MY DATE OF BIRTH IS _____

MARITAL STATUS SINGLE
MARRIED
OTHER

DISABILITY

A) DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY UNDER THE 'EQUALITY ACT 2010?

YES NO

IF YES , PLEASE GIVE DETAILS BELOW

B) DO YOU FEEL YOU WOULD REQUIRE ANY SPECIAL ADAPTATIONS/EQUIPMENT FOR THE ADVERTISED POST?

YES NO

IF YES , PLEASE GIVE DETAILS BELOW

C) DO YOU FEEL YOU WOULD REQUIRE ANY SPECIAL ARRANGEMENTS IF INVITED FOR AN INTERVIEW?

YES NO

IF YES , PLEASE GIVE DETAILS BELOW

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS SMALL FORM. IT IS PART OF CLUB 18-30'S ONGOING COMMITMENT TO PROVIDE EQUAL OPPORTUNITIES FOR ALL JOB APPLICANTS REGARDLESS OF AGE, RACE OR PHYSICAL ABILITY.

ADMIN POSITIONS ONLY
PLEASE GIVE DETAILS OF EXPERIENCE AND KNOWLEDGE OF THE FOLLOWING:

MS WORD

MS EXCEL

E-MAIL

PLEASE GIVE AN EXAMPLE OF WHEN YOU HAVE HAD TO MEET DEADLINES (YOU CAN USE A SEPERATE SHEET IF MORE SPACE IS REQUIRED)

DECLARATION

WE MUST INFORM YOU THAT YOUR DETAILS MAY BE KEPT ON FILE OR COMPUTER BY THE THOMAS COOK GROUP, BOTH INSIDE AND OUTSIDE OF THE EU. I CONSENT TO THE COMPANY PROCESSING THE INFORMATION WITHIN THIS APPLICATION AND IN THE EVENT THAT I AM OFFERED AND I ACCEPT EMPLOYMENT WITH THE COMPANY, THAT ALL PERSONAL INFORMATION RELATING TO THE EMPLOYMENT WILL BE HELD IN ACCORDANCE WITH THE PROVISIONS OF THE DATA PROTECTION ACT 1998. I UNDERSTAND THAT THE COMPLETION OF THIS FORM DOES NOT GUARANTEE EMPLOYMENT. I CERTIFY THAT ALL THE INFORMATION GIVEN ON THIS FORM IS TRUE AND ACCEPT THAT ANY MIS-STATEMENTS OR SUPPRESSION OF INFORMATION REQUESTED MAY MEAN THE CANCELLATION OF ANY APPOINTMENT. ALL JOB OFFERS ARE MADE SUBJECT TO THE RECEIPT OF REFERENCES WHICH ARE SATISFACTORY TO THE COMPANY.

SIGNED _____

DATE _____

PLEASE RETURN THIS APPLICATION FORM TO:
CLUB 18-30 RECRUITMENT. THOMAS COOK BUSINESS PARK,
CONINGSBY ROAD, BRETTON, PETERBOROUGH, PE3 8SB
OR EMAIL: RECRUITMENT@CLUB18-30.COM