

Overseas Application Form

Welcome to the first step in applying for the enviable position of Club 18-30 Representative & Admin Staff.

As a Club 18-30 rep or employed as part of our administration team you will be required to work hard, sometimes long or unusual hours, you will have to think on your feet and problem solve using your initiative but most of all you'll have to perform all of these duties and more with a big smile, boundless energy and a positive attitude.

Remember Club 18-30 reps & Admin Staff are among the best in the business and should your application be successful you will be joining a tight knit team of knowledgeable, hard working professionals, each one dedicated and ready to drop anything at a moments notice.

Are you up to it?

Personal Details

Forename

Surname

Permanent address

Postcode

Temporary address (Until)

Postcode Until

Home phone

Mobile Phone

Email address

Where did you hear about our 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. _____

Please attach a recent, passport sized photo here

applications without a photo will not be processed

Position applied for:

Club 18-30 Representative

Administration staff

Available from

to

Nationality

NI Number

Marital Status

Passport No.

Full UK driving Licence?

Yes No

Valid from:

Until:

General

Have you traveled abroad in the last 5 years? If so please list destination, month and year.

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

With which tour operators?

Health

How would you describe the general condition of your 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

If you answered yes to either of the above questions please provide further details on a separate sheet

Convictions

Have you ever had any proceedings issued against you (either civil or criminal)?

Yes No Do you have any cases against you pending? Yes No

If you answered yes you are required to give details on a separate 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

Referees

Please give the names of 2 recent work referees

Name 1.	<input type="text"/>
Company	<input type="text"/>
Job Title	<input type="text"/>
Address	<input type="text"/>
	<input type="text" value="Postcode"/>
Phone No.	<input type="text"/>

Please give the names of 2 recent work referees

Name 1.	<input type="text"/>
Company	<input type="text"/>
Job Title	<input type="text"/>
Address	<input type="text"/>
	<input type="text" value="Postcode"/>
Phone No.	<input type="text"/>

Employment history

Current employer

Current Position

From To

Salary

Key responsibilities

Reason for leaving

Notice period reqd.

Previous employment

Employer

Previous Position 1.

From To

Salary

Key responsibilities

Employer

Previous Position 2.

From To

Salary

Key responsibilities

Employer

Previous Position 3.

From To

Salary

Key responsibilities

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

Forename(s)

1. 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

2. Gender

My gender is:

Male

Female

3. Age

My date of birth is:

DD/MM/YEAR

4. Marital status

Single

Married

Other

5. Disability

a) do you consider yourself to have a disability under the Disability Discriminations Act 1995?

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:

(you can use a separate sheet if more space is required)

1. MS Word, MS Excel and MS Outlook

2. Do you have any further office experience you feel may be relevant?

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

About you

Why do you want to work for Club 18-30?

Why should we pick you?

What do you think the job entails?

Which resort do you think best suits your personality?

Why?
