



## Skills And Experience Obtained In Career To Date

Guest/ Customer Service     Supervising/ Managing People     Sales/ Call Centre     Computer Literacy     Training & Developing others   
Cash Handling     Any other specific skills \_\_\_\_\_

## Education

Please give full details of secondary and further education. Please continue on a separate sheet if necessary.

Name and address of School/College/University	Qualifications gained
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## References

Please provide the names and addresses of two people that we can contact for employment references. One of these must be your current employer. If you have not worked during this period please provide details of people who know you well and would give you a personal reference. These must not be family members. If you have recently finished studying, one of your referees should be a tutor or head teacher. References will only be taken up on offer of employment.

Reference one	Reference two
Name _____	Name _____
Company Name _____	Company Name _____
Position _____	Position _____
Address _____	Address _____
_____ Postcode _____	_____ Postcode _____
Contact Number _____	Contact Number _____
Employer <input type="checkbox"/> Personal <input type="checkbox"/>	Employer <input type="checkbox"/> Personal <input type="checkbox"/>

## Additional Information

Please confirm if there are any 'reasonable adjustments' we can make to assist you in your application

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you able to provide proof of your entitlement to work in the UK?    Yes     No

## Important Declaration

I understand that Potters Leisure Ltd may hold my information about me for personnel reasons. This information can be stored in both manual and/or computer form. I also understand that any offer of employment made to me as a result of this application will be subject to satisfactory references and production of proof that I have permission to work in the United Kingdom. I confirm that the information on this form and any attachments are correct and complete, and should it be discovered to be incorrect this may result in the termination of any agreement made.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return your completed Application Form to: **Human Resources Department**  
**Potters Resort Hopton-On-Sea Norfolk NR31 9BX**

