



The Cavendish
London

VISION:

"The best 4 star hotel in London with special people creating special experiences"

VALUES:

"We set our sights high and deliver great results"

"We do the right thing for our customers to show them we care"

"We're one team, pulling together"

"We're straight forward and have respect for each other"

TOUCHPOINTS:

"It's not The Cavendish unless....."

1. OUR PEOPLE

- Our people are friendly, knowledgeable, professional and always willing to help

2. SETTING AND ARRIVAL

- You will find our contemporary British hotel exceeds your expectations and our flair delivers a pleasant surprise
- Your arrival evokes excitement and reassures you that you have made the right choice
- Signage effortlessly gets you where you want to be
- Check in is accessible and makes you feel welcome, comfortable and at ease

3. IN ROOM

- We do everything in our power to ensure you get a good nights sleep
- Your bedroom is comfortable, safe and offers additional comforts to those you can enjoy at home

4. FOOD AND BEVERAGE

- We provide a choice that makes breakfast an indulgence you won't want to miss
- Our room service menu offers an in room dining experience, comparable to our restaurant
- Your evening meal is a fantastic dining experience that you will remember and talk about

5. CONFERENCE PRODUCT

- Your conference or event is tailor-made to your needs and you feel you are conducting business with knowledgeable and friendly staff
- Our pricing is transparent with no nasty surprises

Equal Opportunities

The Cavendish London is committed to providing equality of opportunity in employment. To help us to ensure that our policy is being carried out, it would help if you would complete the following details. Any information you provide will be used for no purpose

Do you consider yourself to have a disability which is relevant to the job you are applying for?

Yes No

If yes, please give brief details on the effects of the disability

Would you require assistance to:

- attend interview Yes No

- enable you to perform the job if successful? Yes No

Please give details where appropriate

To allow us to monitor the effectiveness of our policy, please indicate your ethnic origin:

White Black, African Black, Caribbean

Black, other Indian Pakistani

Bangladeshi Chinese Other _____

Office Use

Add dates and initials as appropriate

Interview date and time:

Interviewed by:

Interview comments:

Action taken:

OFFER / HOLD / REGRET / OTHER ROLE

If no, reasons:

Details of offer (salary, job title)

Applicant informed:

Signed confirmation of acceptance received:

Start date:

Asylum and Immigration Act, evidence of right to work in UK (and copies on file):

Received: P45
P46
P38S
Bank Details

References requested (to and date):

Your Previous Employment

Start with your current or most recent employment first. If you prefer, you can include a copy of your CV for these sections.

From - To (Year and Month)	Employer (Company name and address)	Position/s Held and Key Responsibilities	Reason for Leaving

If there are any gaps between periods of employment, please explain here:

Your Education

From - To (Year and Month)	School, College or University	Examinations Taken (details and grades)

Your Learning and Development

Tell us about any relevant courses or professional memberships

Date	Courses Attended	Qualifications Achieves (A copy of certificate will be required)

Other Skills

Languages spoken and level of fluency (eg basic, fluent):	Computer skills (specify software and level):
Spare time, leisure or other interests:	

Why You?

Tell us why you have applied for this position and why you think you are right for it:

Referees

Please give the names of two people or organisation that we may approach for business references. Any offer of employment would be subject to acceptable references. One referee must be your current employer, but we will not contact them until an offer of employment has been accepted. If you have not been employed, please nominate character referees, which

Name: Occupation: Address:	Name: Occupation: Address:
Telephone: E-mail: Capacity: Professional <input type="checkbox"/> Character <input type="checkbox"/>	Telephone: E-mail: Capacity: Professional <input type="checkbox"/> Character <input type="checkbox"/>

Finally

Have you ever been convicted of a criminal offence (which is not a spent conviction within the terms of the Rehabilitation of Offenders Act 1974) <input type="checkbox"/> Yes <input type="checkbox"/> No	Under the Asylum and Immigration Act, ALL employees must provide evidence to demonstrate their right to work in the UK. Please indicate what documentation you will bring to your interview: <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Travel document, eg passport (showing an authorisation to reside and work in the UK)
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Thank you for completing this form - we wish you well with your application. Before signing it, please be sure to read through carefully what you have written, and check that you have filled in all the sections. Your signature will be taken as:

- Acknowledgement that all the information you have provided is complete, correct and not misleading.
- Your understanding that any offer is subject to the receipt of acceptable references and your permission for us to approach previous employers to obtain references.
- Your agreement to provide documentary evidence of your eligibility to work in the UK.
- Your consent to us recording your data and disclosing information contained in this form to third parties as we feel appropriate.

Signature:	Return your completed form to:
Date:	

About You

Please write clearly in black pen and ensure all sections are complete

Surname (Mr / Mrs / Miss / Ms / Other):	
Forename:	
Maiden Name (if applicable):	
Date of birth:	National Insurance Number:
Present Address:	
Postcode:	
Permanent Address (if different):	
Postcode:	
Telephone:	Mobile:
Email:	
Work Telephone (if convenient):	Notice Period:
Do you have full-time use of a motor vehicle? Current driving licence? Do you have any driving endorsements? If yes, please give details:	
Have you previously been employed by this Company? If yes, please give details:	

About the Job

Type of work you would like:
Salary / Hourly rate you are looking for:
Preferred department:
What hours and days are you able to work?
How did you find out about this vacancy?
Action
office use only

Career opportunities



The Cavendish
London

Take some time to tell us about yourself and you could find yourself a part of the team.

The Cavendish London offers an excellent benefits package.

Apply now by completing the attached form

The Cavendish London,
81 Jermyn St, St. James's,
London SW1Y 6JF

Tel: 020 7930 2111
Fax: 020 7839 2125
Email: jobs@thecavendishlondon.com
www.thecavendishlondon.com