

interconnections – Jobs in Britain
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Application Check List

It is imperative that we receive **ALL** the following applicable documents from you in order to process your application and secure you a job. **Please complete the check list before returning your file to us for processing.** If we do not have all the documents we **WILL NOT** be able to accept your application.

DOCUMENTS REQUIRED

Signed and dated Application Form.	[]
Current CV	[]
Cover Letter	[]
Copies of any Hospitality Diplomas / Certificates	[]
TWO written References*	[]
TWO passport size smiling photographs	[]
Medical Certificate	[]
Photocopy of Passport / Visa	[]
Photocopy of Police Clearance Certificate	[]

*Please be aware that we require written references, we **cannot accept** names and addresses of your referees. If you do not have two written employment references we will need one employment and one character reference. A character reference should be sought from a professional (e.g. Head or Form teacher, Family doctor, Solicitor, Clergyman) who has known you for at least three years.

It is in your interest to send all the documentation we require to make up your complete file. We cannot stress enough that if we do not receive all the documentation as detailed above we WILL NOT be able to process you application.

Name:.....

Address:.....

.....

Telephone.....Mobile.....

Date Available for work:.....

Any further information: