

## Duty Manager Job Application Form

Please attach additional sheets if the space provided is insufficient. Please complete in legible writing or typed and return to [admin@lacrisalidaspain.es](mailto:admin@lacrisalidaspain.es)

### Personal Details

Title	Surname	First Name(s) (indicate (*) the one you are known by)

Home Address

Postcode

Telephone:

E-mail:

Dates at above:

Nationality:

Date of Birth:

Do you need a work permit for permanent employment in the Spain? YES  NO

Do you have one? YES  NO

### Education - Professional, Postgraduate, First Degree/Diploma (if applicable)

If applicable, please list all **degrees/diplomas/professional qualifications etc** held at or currently studied for, whether at first degree or postgraduate level. **List most recent first** and give all results known whatever the outcome.

From Month/year	To	Higher Education or Professional Institution	Title of Certification or Qualification (HND/Degree/Dipl/Msc/ PhD etc)	Result

### Education - Prior to Higher Education

Please list **date (year)/qualification/subjects (grade)** of all of the highest level examinations that qualified you for your Higher Education course(s) (A/AS Levels/Scottish Higher/Irish Leaving/Access/GNVQ/Baccalaureate etc). Include all examinations taken at this level whatever the outcome.

Qualification/Subject	Grade	Date(s) gained	Qualification/Subject	Grade	Date(s) gained



### Employment and Work Experience

Please describe briefly any work (whether paid or unpaid) which you have undertaken. Highlight(\*) in the first two rows the two most relevant to the role you are applying for and note what you achieved.

From Month/year	To	Employer	Job Title/Responsibilities	Achievements

### Personal Interests/Achievements

Use the space below to describe **with dates (year)** any personal interests and achievements you believe are relevant to the role.

### Other Skills

1. List any languages that you know indicating level of proficiency (basic/working knowledge/fluent/mother tongue).
2. Specify your experience with any generic computer packages/programming languages (limited/working knowledge/extensive).
3. Indicate any other specific relevant skills.

1.

2.

3.



**Career Choice**

Explain why you have applied for this position. Offer evidence of your suitability (e.g. courses undertaken, work shadowing, skills, strengths and experiences). Emphasise why you may consider yourself to be a strong candidate.

The following questions are designed to encourage you to provide specific abilities. Your examples can be taken from your education, work experience, placements or spare-time or other voluntary activities.

**Influencing, communication and teamwork:**

Describe how you achieved a goal through influencing the actions or opinions of others (perhaps in a team context). What were the circumstances? What did you do to make a difference? How do you know the result was satisfactory?

**Guest/Customer Focus and Service:**

How would you make great guest service at the heart of all our activities? What information would you require to be able to do this?

**Financial strategy:**

How would you go about working with the rest of the management team to ensure the retreat meets its financial targets?



**La Crisalida**  
Health and Wellbeing Retreats

**Additional Information**

Please write here any additional information, not covered elsewhere which will strengthen your application.

**Where did you see the advert?**

Where did you hear of us/see an advertisement?

**Availability**

Please give any dates when you are **not** available for interview over the next 4 weeks

Please give the date from which you are available for employment

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**Health Declaration**

Please give details of any physical or mental health matters or injuries that may affect your ability to perform this role.



**Referees**

(we will only contact referees if your application has been successful and you have given us the go ahead)

<b>Referee 1</b>	<b>Referee 2</b>
<b>Name:</b>	<b>Name:</b>
<b>Position:</b>	<b>Position:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>Email:</b>	<b>Email:</b>

**Declaration**

The statements made on this form are true. I understand any false statements may jeopardise my application and may lead to an offer being withdrawn.

**Signed** ..... **Name (please print)**..... **Date**.....