**APPLICATION FORM**

|  |  |  |
| --- | --- | --- |
| *Insert your ID photo:**- 3x4 cm (as in passport)**- colorful**- made for last 6 months* | Applying for positions: | *Administrator of the restaurant**Hostess**Waitress etc.* |
| I am ready to work in: | *Croatia**Oman**Qatar**Bahrain**UAE* |
| I want to work in: | *Hotel**Restaurant**Hotel's restaurant etc.* |

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| --- |
| **PERSONAL INFORMATION** |
| Full name | *First name Last name* |
| Gender | *Male/Female* |
| Nationality | *Ukrainian* |
| Country & city of residence | *Ukraine, Kyiv* |
| Date and place of birth | *01.01.1990, Kyiv, Ukraine* |
| Age (years old) | *28* |
| Height (cm) | *172* |
| Weight (kg) | *70* |
| Family status | *single/married* |
| Children (quantity, age) | *-/2(7 and 3 years old)* |
| International Passport No. / Expiry date | *PA111111 / exp. 12.12.2025* |
| Telephone | *+380 XX XXXXXXX* |
| E-mail | *email@email.com* |
| Skype | *skype.account.id* |
| Driving license (yes/no) / Year of issue | *Yes / 2008* |
| Health | *Healthy / Type of health problems* |
| Smoker (yes/no) | *Yes/No* |
| List your social sites if any | *facebook.com/IvanIvanovexample299109**instagram.com/IvanIvanovexample299109* |

**LANGUAGE SKILLS**

|  |  |
| --- | --- |
| **LANGUAGE** | **LEVEL** |
| Basic | Pre-Intermediate | Intermediate | Upper-Intermediate | Advanced |
| English |  | *!!!* |  |  |  |
| Ukrainian |  |  |  |  | *!!!* |
| Russian |  |  |  |  | *!!!* |
| *Other* |  |  | *!!!* |  |  |

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Specialization | Duration | Year of graduation, City, Country |
| *Kyiv National University* | *International Tourism.**Bachelor degree* | *4 years* | *2011, Kyiv, Ukraine* |
|  |  |  |  |

**WORK EXPERIENCE**

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| **1.** |
| Position | ***Front Desk Receptionist*** |
| Company name | *Intercontinental Hotel 5\** |
| Period, City, Country | *January 2012 - March 2015, Kyiv, Ukraine* |
| Responsibilities | *Welcome and acknowledge guests according to company standards. Respond to telephone and in-person requests for information, enter reservation using appropriate etiquette. Update computer system with guest messages and special requests. Complete shift reports each day detailing reservations and any other information requested by management.* |
| **2.** |
| Position |  |
| Company name |  |
| Period, City, Country |  |
| Responsibilities |  |
| **3.** |
| Position |  |
| Company name |  |
| Period, City, Country |  |
| Responsibilities |  |

**SEMINARS, TRAININGS, COURSES**

|  |  |
| --- | --- |
| **Date** | **Description** |
|  |  |
|  |  |

**ABOUT MYSELF**

|  |
| --- |
| *A few words about yourself: I am well-organized, self-motivated etc. My hobbies, interests etc.* |

**WORKING TIME**

|  |  |
| --- | --- |
| I'm ready to work: | *<40 hours per week* |
| *40-50 hours per week* |
| *>50 hours per week* |
| I am ready to start working at:  | *DD/MM/YYYY [or] As soon as possible* |

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| --- |
| **DECLARATION** |
| 1. I give my consent for the Iles Group to obtain and verify information from or with any source, as you deem appropriate for the assessment of my application for employment.
2. I declare that all information given by me in this application for employment and any sheets attached hereto are true to the best of my knowledge and I have not willfully suppressed any material fact. I accept that if any of the information given by me in this application is in any way false or incorrect, my application may be rejected, any offer of employment may be withdrawn or my employment with the Iles Group may be terminated summarily or I may be dismissed from the Iles Group.
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**Date*:*** *DD/MM/YYYY*

|  |
| --- |
| *Insert your* ***FULL LENGTH*** *photo:**- colorful**- formal style**- with smile**- made for last 6 months* |

**Please send your filled Application form to: hr@iles.group**

If you have any questions, please contact us:

Iles Group

Tel: +38 (063) 816 45 96 (Voice, WhatsApp, Viber, Telegram)

Email: hr@iles.group

Web: www.iles.group

Office: Ukraine, 01032, Kyiv, 147\5 Saksaganskogo street, Office 1

Working hours: 9:00-18:00

Working days: Mon-Fri