

What should a file contain?

1. Completed Anglo Continental application form

2. Applicants CV

Please ensure that CV's are clear and concise. In general no longer than three pages, except in circumstances where applicants are extremely qualified.

3. Cover Letter

The letter is imperative for lending personality to an applicants file. Applicants are chosen on the strength of their file so it is important that applicants take time to 'sell' themselves to potential employers. If they have no experience in the hospitality industry they must explain why they are seeking work in the sector and how their skills relate to industry e.g. strong customer service skills, previous team work experience, willingness to multi task.

4. Copies of any Hospitality Diplomas or Certificates

Please do not send certificates or diplomas that bear no relevance to the industry. Hoteliers are not interested that an applicant has a Diploma Marketing and Business. If anything, hoteliers will skip over the applicant, as they will be perceived as over qualified. Such applicants all too often will seek out alternative employment, which allows them to develop their skills, in once in the UK. Any Higher Education qualifications should be detailed in the Education section of the CV.

5. References

We require two references from previous employers – if an applicant does not have two professional references, we require one professional and one character reference. We, legally cannot place people without references.

6. A smiling photograph of the Applicant

7.A Doctors Certificate

We need to know that all applicants that are coming into the UK have a clean bill of health. They need to be mentally and physically fit to work. Applicants need to go to their doctor and ask for a medical certificate

8. A copy of Applicants Police Clearance Certificate

We are aware that the PPC takes maybe a month or so to come through. Please send us a copy of the receipt as proof that the applicant has applied for the Police Clearance Certificate.

9. A clear photocopy of the Applicant's Passport and Visa

10. Signed Copy of the Goodwill Bond Agreement

We require this for our financial records and invoicing purposes.