

## **Interview Support Guide**

Once you have passed the application process, you may be contacted to complete a telephone interview. This will usually take no longer than 30 minutes and is an opportunity for our HR teams to cover off essential information with you about the role and your experience. Plus it's a great opportunity for you to speak to a member of the team and ask any questions that you may have.

If you are successful after your telephone interview, you will be contacted and invited to a face to face interview or group assessment centre (role dependent). Our interviews and assessments are designed to bring the best out of you, no trick questions; we just want to find out all about you and your previous experience.

## **Psychometrics**

The Principal Hotel Company uses a variety of psychometric assessments which may be used to assess anything from your verbal and numerical ability to your preferred style of working. We send psychometrics to candidates usually after 1st stage interviews (if appropriate for the level of role).

## **Right to Work**

If you are invited to meet with one of our teams, you will be asked to bring along your Right to Work documentation, for example your current passport and visa (where required) and a copy taken.

Please note that we are unable to progress to offer without having seen and verified the original documents.

You must provide original documents from either list A or list B.

### **List A**

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and colonies having the right of abode in the UK.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of an European Economic Area (EEA) country or Switzerland.
3. A registration certificate or document certifying permanent residence issued by the Home Office to a national of an EEA country or Switzerland.
4. A permanent residence card issued by the Home Office to the family member of a national of an EEA country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is

allowed to stay indefinitely in the UK, or have no time limit on their stay in the UK.

6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK **together** with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A **full** birth **or** adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalization as a British citizen **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

#### **List B - Acceptable documents to establish a statutory excuse for a limited period of time**

Group 1 - Documents where a time-limited statutory excuse lasts until the expiry date of leave

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question
3. A **current** residence card (including an accession residence card or derivative residence card) issued by the Home Office to a non EEA national who is a family member of a national of a EEA country or Switzerland or who has a derivative right of residence.
4. A **current** immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together** with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

## Group 2 - Documents where a time-limited statutory excuse lasts for 6 months

1. A certificate of application issued by the Home Office under regulation 17(3) or 18A92) of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of a EEA country or Switzerland stating that the holder is permitted to take employment with is less than 6 months old together with a positive verification notice\* from the Home Office employer checking service.
2. An application registration card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a positive verification notice** from the Home Office employer checking service.
3. A **positive verification notice** issued by the Home Office employer checking service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.

\* A positive verification notice is official correspondence from the Home Office employer checking service which confirms that a named person has permission to undertake the work in question.

### List of European Economic Area (EEA) Countries

- Austria
- Germany
- Malta
- Belgium
- Greece
- Netherlands
- Bulgaria
- Hungary
- Norway
- Croatia \*
- Iceland
- Poland
- Cyprus
- Ireland
- Portugal
- Czech Republic
- Italy
- Romania
- Denmark
- Latvia
- Slovakia
- Estonia
- Liechtenstein
- Slovenia
- Finland
- Lithuania
- Spain
- France
- Luxembourg
- Sweden

\* There are special requirements applicable at present for Croatian nationals.

### Fraudulent Offers

Unfortunately, we have been made aware that fraudulent offers of employment are occasionally made using other companies' names and organisational profiles.

Principal Hotel Company will never ask for any money at any point as part of your recruitment process and offers will only be made post face to face interviews.

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## Top Tips to remember...

- Have you recently applied to the Principal Hotel Company for a role?
- Did you attend a face to face or telephone interview?

If you haven't done either then this is a fake correspondence as the Principal Hotel Company has a strict policy of not offering candidates roles whom we haven't interviewed. We also would never ask for any payment for coordinating this recruitment.

## References

References are an important part of our recruitment process and these will be taken prior to any offers being made. We will only make contact with your current place of work when we have your expressed consent.

Referees provided should both be professional, one each from your current and previous employer where possible.