

Employment Application Form (M)



Office	Job Ref: _____
Use	Media: _____
	Interview time & date: _____
	Hours available: _____
	Hours offered: _____
	Trial: _____
	Confirmed: _____

The information you provide us with on this application helps us determine your suitability for the position for which you have applied. Please complete the application form carefully, **using black ink and block capital letters**, giving as much detail as possible.

We operate an equal opportunities policy and recruit on merit. Please complete and return the attached monitoring form.

Return to: The Monitoring Officer, Magherabuooy House Hotel, 41 Magheraboy Road, Portrush, Co. Antrim BT56 8NX

Your Contact Details

Name: _____	Telephone: _____
Address: _____ _____	Mobile No: _____
_____	Date of Birth if under 18: ____ / ____ / ____
Email: _____	Nationality: _____
	National Insurance No.: _____

Personal Information

Position applied for: _____ Basis (please circle): Part-time / Full-time

Date available to start: _____ Have you worked for us previously? Yes / No

May we retain your application details for future referral should this application be unsuccessful? Yes / No

Have you or do you suffer from any contagious diseases? Yes / No Details: _____

Approximately how many days have you been unable to attend work due to illness in the last 12 months: _____

Previous Employment Details

Current or most recent Employer: _____

Start Date: _____ Finish Date: _____ Position Held: _____

Duties: _____

Salary / Wage Rate: _____ Reasons for Leaving: _____

Previous Employer: _____

Start Date: _____ Finish Date: _____ Position Held: _____

Duties: _____

Salary / Wage Rate: _____ Reasons for Leaving: _____

Previous Employer: _____

Start Date: _____ Finish Date: _____ Position Held: _____

Duties: _____

Salary / Wage Rate: _____ Reasons for Leaving: _____

Please indicate the relevance your previous employment experience has on this application. (Use a separate sheet if required)

Please explain your reasons for applying for this job: _____

The Hotel operates 24 hours per day, 7 days per week. As an employer we do not recognise traditional holidays.

Are you available and able to work weekends, evenings, traditional public and bank holidays? Yes / No

Education

University / College / School	Subject(s) Taken	Date	Level	Grades Achieved
	Maths		GCSE	
	English Language		GCSE	

Special Skills and Interests

Do you hold any of industry-specific **qualifications or special training**:

E.g. Welcome Host, Food Hygiene, First Aid, Health and Safety? Do you have Information Technology Skills or are you conversant in any languages other than English? _____

Do you have any other interests or experience that you feel are relevant to the role that you have applied for?

Referees

Please provide us with the name, address and occupation of two referees for whom you have previously worked or who know you in a professional or educational capacity. At least one of your references should be a previous employer or if this is your first job, details of your head teacher or college tutor. We cannot accept a reference from a member of your family as your main referee.

By providing the details of your referees you are permitting the Hotel to contact them without reverting to you.

Name: _____

Address: _____

Telephone No: _____

Occupation: _____

Name: _____

Address: _____

Telephone No: _____

Occupation: _____

Criminal Convictions

Do you have any of the following criminal convictions that are unspent under the Rehabilitation of Offenders Act 1974?

Theft, Dishonesty (including Fraud) Sexual or Drugs offences, Offences against the Person

Please provide us with brief details of any unspent convictions. This information is treated with the strictest confidence.

Interview Arrangements

Do you require any special arrangements to be made if offered an interview?

Other Relevant Information

In your view, what are the most important factors in managing a successful wedding reception?

Please tell us how you have increased customer satisfaction in previous roles?

How do you organise your work schedule?

Anything else you'd like to tell us about why you should be appointed to this role?

Declaration

Making misleading statements may disqualify you from the application process or be considered breach of contract if appointed.

Your signature confirms the information provided in this application is to the best of your knowledge, accurate and correct.

Signed: _____

Date: _____

Thank you for completing this Application Form.

As part of our effort to reduce the use of paper in our administration, we respond automatically to applications only where an email address is provided. Where an email address is not provided, unsuccessful applications are not automatically responded to.

You may wish to telephone the Hotel to enquire if your application was successful on **028 7082 3507**.

If you are successful, you will normally be contacted by the Hotel within 7 days of submitting your application to arrange an interview.

Employee / Applicant Monitoring Questionnaire

MONITORING QUESTIONNAIRE

Private & Confidential

Ref No:

We are an Equal Opportunities Employer. We do not discriminate on grounds of religious or similar philosophical belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor Roman Catholic community

Please indicate whether you are: **Female** **Male**

If you do not complete this questionnaire, we are encouraged to use the "residuary" method, which means that we can make a determination on the basis of personal information on file/application form.

Note: It is a criminal offence under the legislation for a person to "*give false information in connection with the preparation of the monitoring return*".