



## Employment Application Form

Please complete this form in Block Capitals.

*All information will be treated in confidence and will be used by Galgorm Manor to assess your suitability for the position.*

### THE VACANCY

Job applied for: \_\_\_\_\_

### 1. PERSONAL DETAILS

Surname \_\_\_\_\_ (Mr/Mrs/miss/Ms)

Forename/s \_\_\_\_\_

Present Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Other Telephone Number \_\_\_\_\_ (Mobile/Work)

Do you have a current clean driving licence? Yes  No

Have you own Transport? Yes  No

Have you had any serious illness, injury or operation in the past two years? Yes  No

If so, please describe \_\_\_\_\_

Do you have any other health problems which would affect your work performance?

\_\_\_\_\_

Have you ever been convicted of a criminal offence other than a spent conviction under the Rehabilitation of Offenders (NI) Order 1978?

Yes  No

**2. EDUCATION** (if necessary attach additional sheets)

Please detail below your academic achievements from School, College, University or other Academic Institution. Please also list any professional qualifications and where they were obtained.

Type of School/College	From	To	Examinations Passed	Grade

Do you have a Food Hygiene Certificate? Yes  No

Which other relevant qualifications have you?  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you any other special abilities (i.e. languages)?  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. EMPLOYMENT**

Where did you hear of this vacancy? \_\_\_\_\_

Is there any restriction on how many hours you would be available to work?  
 \_\_\_\_\_

What period of notice do you have to give? \_\_\_\_\_

When would you be available to start?  
 \_\_\_\_\_

Please give names and addresses of two referees (not relations), of whom one has to be a previous employer:

1. _____	2. _____
_____	_____
_____	_____
_____	_____

**4. EXPERIENCE** (attach additional sheet if necessary)

Please outline below your employment history and note any skills or experience you have gained.

List most recent employer first.

Employer's Name and Address	From	To	Job Title (brief description of main duties)	Reason for leaving
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Please indicate your salary expectations

£

**DECLARATION**

I declare that the facts set out in this application are to the best of my knowledge, true and complete, and I hereby give permission that the Company may contact the Referees I have nominated above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

PLEASE SEND TO THE MONITORING OFFICER, GALGORM RESORT AND SPA, 136 FENAGHY ROAD, BALLYMENA, BT42 1EA

<b>OFFICE USE ONLY</b>	
REF. NO. _____	INTERVIEW DATE _____
APPLIC. RECEIVED _____	REJECT/RESERVE/OFFER _____
REJECT/INTERVIEW _____	COMMENCEMENTY DATE _____
RATE OF PAY _____	

Reference No. \_\_\_\_\_

Attention of Monitoring Officer

**EMPLOYEE MONITORING QUESTIONNAIRE  
DIRECT QUESTION METHOD**

*Private & Confidential*

**Equality of Opportunity**

Galgorm Manor is an equal opportunities employer. We do not discriminate on the grounds of religious belief or political opinion. We practice equality of opportunity and select according to merit.

To demonstrate our commitment to equality of opportunity in employment, we need to monitor the community background of applicants/employees.

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

I am a member of the Protestant community

I am a member of the Catholic community

I am a member of neither community

Please indicate if you are Female

Male

Date of Birth: \_\_\_\_\_

If you do not complete the questionnaire, we are encouraged to use the “residuary method” which means that we can make a determination on the basis of personal information. Please return this form in the enclosed self-addressed envelope.

*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”.*