

Application for Employment – Confidential

Post Details:			
Position/Location:			
Job Reference:		Closing Date:	

Personal Details:			
Title:		Surname:	
Forenames:			
Address:			
Postcode:			
National Insurance Number:			

Contact Details:	
Home Telephone:	
Mobile Phone:	
Email address:	

Drivers Details:	
Do you have access to a form of transport that will allow you to fulfil the requirements of this post:	YES / NO
Do you have a PSV Licence:	

Please provide details of any special arrangements in relation to either communications or access that you may require if invited for interview:
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Employment History:	
Please provide details of your employment history commencing with your current or most recent employer . Please complete in full (using a separate sheet if necessary) and give reasons for any gaps in employment.	
Employer Name & Address:	
Nature of business:	
Job Title:	
Main duties:	
Salary & Benefits package:	
Are you still employed?	
If yes, please state period of notice required:	
If no, please state date left & reason for leaving:	

Previous Employment:				
Please provide details of your employment history commencing with your current or most recent employer . Please complete in full (using a separate sheet if necessary) and give reasons for any gaps in employment.				
Dates (to/from)	Employer Name/ Address	Job Title, Main responsibilities	Salary	Reason for Leaving

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Education & Professional Qualifications:

Please provide details of your qualifications/educational attainments achieved **commencing with your current or most recent**. Please complete in full (using a separate sheet if necessary).

From Month/Year	To Month/Year	Where did you study E.g. High / College / University	Qualifications & Grade	Full Time or Part Time

Other relevant training courses:

Please provide details of any other relevant training/skills attained e.g first aid certificates, food hygiene courses, IT skills and language skills **commencing with your current or most recent**. Please complete in full (using a separate sheet if necessary).

Training/Skill	Where attained e.g. High / College / University / Employer	Level	Year Achieved

At Galgorm Resort & Spa, all staff are required to demonstrate their commitment to our Brand Promise **'Delighting Every Time'**? Tell us how you could help us achieve this goal:

Right to work in the UK - Declaration:

Do you require a work permit to work in the UK

YES / NO

If Yes, do you hold a work permit/visa permitting you to work in the UK?

YES / NO

Please note that all new staff will be required to provide evidence of their entitlement to work in the UK as part of our pre-employment vetting arrangements

Supplementary Information:

Have you previously worked for Galgorm Resort & Spa, Café Parisien – Belfast or Fratelli - Belfast:

YES / NO

If successful, will this be your only form of employment. If not, please provide details of other employment:

YES / NO

Please provide dates of any holidays arranged prior to an offer of employment

DOOR SECURITY POSTS ONLY:
Do you currently hold a SIA licence? If yes, please provide details:

YES / NO

BAR SERVER POSTS ONLY:
By law, all Bar Staff must be aged 18 or over. Please indicate if you meet this requirement:

YES / NO

References:

Please give the names and addresses of 2 persons in a supervisory/management position, not related to you, who we can approach for a confidential assessment of your suitability for this position. At least one of these must be from your current or most recent employer.

<p>Referee 1</p> <p>Name: Position: Address:</p> <p>Postcode: Email: Telephone:</p>	<p>Referee 2</p> <p>Name: Position: Address:</p> <p>Postcode: email: Telephone:</p>
<p>Can we approach your present/most current employer prior to making an offer of employment?</p>	

<p>Application Declaration:</p>	
<p>In signing this declaration and in consideration of application with Galgorm Resort & Spa, I hereby confirm that the information provided in this application is correct, and that any misrepresentation of facts, or material omission thereof, can be cause for dismissal.</p> <p>I understand that any future job offer is conditional upon the receipt of satisfactory references and all other pre-employment checks including documentary evidence of my right to work in the UK.</p> <p>I understand that all information supplied on this application form will be kept strictly confidential and will be used solely for the purposes of recruitment & selection and associated administration. A copy of Galgorm Resort & Spa's Privacy Policy for Job Applicants has been made available to me. I agree that Galgorm Resort & Spa can retain and process information appertaining to my application subject to the terms of the General Data Protection Regulations.</p>	
<p>Signature:</p>	
<p>Date:</p>	



EQUAL OPPORTUNITIES MONITORING FORM – CONFIDENTIAL

Monitoring Reference Number:

Galgorm Resort & Spa is an Equal Opportunities Employer and we want to ensure that we are providing an equality of opportunity for all applicants and employees regardless of their religious belief, political opinion, sex, race, age, sexual orientation or whether they are married or are in civil partnership or whether they are disabled or they have undergone, or intend to undergo gender reassignment.

We do not discriminate against our job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

Community Background

Regardless of whether we practice religion, most of us in Northern Ireland are perceived to be members of either Catholic or Protestant communities. 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 neither a member of the Protestant nor Roman Catholic Community

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/ personal file.

Gender

Please indicate your sex by ticking the appropriate box below:

Male

Female

If you answer these questions about community background and gender you are obliged to do so truthfully, as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.

Race

Please state your nationality: My Nationality is: _____
For example, Polish, Latvian, Portuguese, German, other — please specify

Race or colour or ethnic or national origins: _____

Mixed ethnic group (please state which): _____

Any other ethnic group (please state which): _____

Age

Please state your date of birth: ____/____/____

Disability

Under the Disability Discrimination Act 1995 a person is deemed to be a disabled person if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. Please note that it is the effect of the impairment without treatment which determines whether an individual meets this definition.

Do you consider that you are a disabled person?

Yes No

If yes, please state the type of disability _____

Sexual Orientation

My Sexual Orientation is towards:

Persons of a different sex to me

Persons of the same sex as me

Persons of both sexes

Community Background

Marital Status / Civil Partnership Status

Are you married or in a civil partnership?

Yes No

Criminal Conviction Information

Have you ever been convicted of a criminal offence which is not a spent conviction under the Rehabilitation of Offenders Legislation? YES / NO If yes, please provide details:

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Sickness information

How many days off due to sickness have you had within the last 12 months? Please state on how many occasions?

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WE ARE AN EQUAL OPPORTUNITIES EMPLOYER