



APPLICATION FOR EMPLOYMENT

Return completed application form to:

REF: _____

**Human Resources Dept.
Manor House Country Hotel,
Killadeas
Co. Fermanagh
BT94 1NY
Telephone: 028 686 22217**

PLEASE USE BLOCK CAPITALS THROUGHOUT

Post applied for

If appointed when could you start?

Where did you see this post advertised _____

PERSONAL DETAILS

Title (Mr, Mrs etc)

Forenames (in full)

Surname

Maiden Name

National Insurance Number

Email Address

Address Inc postcode for further communication

Telephone Number (Home)

(Mobile)

Do you need a work permit to work here in the UK? Yes or No

Do you hold a full UK Driving Licence? Yes or No

Are you a car owner?

Have you worked previously for us? Yes or No

If yes please give dates and details.*

EDUCATION

List all qualifications and date of achievement.

Qualification <small>(GCSE,A-Level etc)</small>	Subject	Examining Board	Grade	Date Awarded

EMPLOYMENT (Please state most recent or present position first)

Name of employer.....Type of Business.....

Employment Dates From...../...../..... To...../...../.....

Full Postal Address (including postcode)

Job Title..... Gross Annual Salary.....

Please provide a brief description of main duties involved in this position:

Please state your reason for leaving/wishing to leave.

Name of employer.....Type of Business.....

Employment Dates From...../...../..... To...../...../.....

Full Postal Address (including postcode)

Job Title..... Gross Annual Salary.....

Please provide a brief description of main duties involved in this position:

Please state your reason for leaving/wishing to leave.

Name of employer.....Type of Business.....

Employment Dates From...../...../..... To...../...../.....

Full Postal Address (including postcode)

Job Title..... Gross Annual Salary.....

Please provide a brief description of main duties involved in this position:

Please state your reason for leaving/wishing to leave

PLEASE GIVE DETAILS OF ANY AND ALL PERIODS OF UNEMPLOYMENT

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FURTHER INFORMATION (Continue on a separate sheet if necessary)

Please indicate your reasons for applying for this post. You are also invited to give here any additional information which you wish to have taken into account in support of your application and to list hobbies, spare time activities, interests, membership of voluntary organisations etc.

REFERENCES

It is the policy of the Company to take up employment references. Please give the **names, addresses and telephone numbers** of two employment references to whom references can be made. One should be a present or most recent employer. If you have not previously been employed please give two personal/character referees who should know you in a professional capacity e.g. Teacher, Member of the clergy etc.

Name:
Company:
Position:
Tel No.:
Address:
Email:

Name:
Company:
Position:
Tel No.:
Address:
Email:

PLEASE READ THIS SECTION VERY CAREFULLY BEFORE SIGNING

I declare that the information given on this form is, to the best of my knowledge, true and I understand that if, subsequently, it is discovered that any statement is false or misleading then I may be dismissed from the company.

Your signature below also indicates that you give us permission to retain and hold your personal data, from which you may be directly or indirectly identified, on file in accordance with the General Data Protection Regulations. We confirm that we will only use you data in accordance with Fair Employment legislation and for lawful business purposes.

THE COMPANY RESERVES THE RIGHT NOT TO GIVE CONSIDERATION TO PARTIALLY COMPLETED APPLICATION FORMS. PLEASE ENSURE ALL SECTIONS HAVE BEEN COMPLETED CAREFULLY.

APPLICANTS SIGNATURE.....

DATE.....

EQUALITY OF OPPORTUNITY QUESTIONNAIRE

PRIVATE AND CONFIDENTIAL

Reference No:	
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EQUALITY OF OPPORTUNITY

We are an Equal Opportunities Employer. We do not discriminate on grounds of religious belief, political opinion, gender, disability, race or ethnic origin. 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 employees, and applicants, as required by the Fair Employment & Treatment (N.I.) Order 1998.

We are therefore asking you to give us extra information which will be treated in the strictest confidence, and used for monitoring purposes only. This extra form will not be filed with other details, as given on your application form, and will be processed separately.

Section A

Please indicate the community to which you belong by ticking the appropriate box.

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 the
Roman Catholic Community []

Please note that if we are unable to determine your community background from this form we shall use the residuary method to make a determination on the basis of information contained in your application for this post.

Section B

I am a Male []

I am a Female []

Section C

Date of Birth:

Age: