

Application Form



Killeavy

Castle Estate

Position applied for: _____

Shifts prepared to work: Day Evening Night Weekend Casual

Personal Information

Mr/Mrs/Ms: _____ First Name(s): _____ Surname: _____

Address: _____

_____ Post Code: _____

Email: _____ Phone No: _____

Do you have access to a form of transport that will allow you to fulfil the requirements of this post? Yes No

Have you ever been employed by this company before? Yes No

Applicants for Bar Staff must be 18 or over, do you meet this criteria? Yes No

Will you require any assistance to enable you to attend and interview? e.g. access, interpreters etc Yes No

If yes, please indicate what assistance you would need _____

Your current / most recent role

Job Title: _____

Name of Employer: _____

Employment Dates: From: _____ / _____ / _____ To: _____ / _____ / _____

Nature of Business: _____

Current Salary and Package: _____

Notice Required: _____

Brief description of the role and responsibilities: _____

We are an equal opportunities employer

Your previous employment

(Please list your previous four employers. Continue on a separate page if necessary)

Dates (to/from)	Employer Name Address and Tel No.	Job Title, Main responsibilities	Salary	Reason for Leaving

Education and Professional Qualifications

From Month/ Year	To Month/ Year	Type of School e.g. High School/ College/University	Qualifications and Grade	Full time or Part Time

Training/ Skills

Do you have any other relevant qualifications/experience which you feel is relevant to your application (include first aid certificates, food hygiene courses, IT skills and language skills)

Training/ Skills	Qualification	Level	Year Achieved

Key Achievements

Please give details of your key achievements in your career

Career Goals

Explain briefly

Why do you want to work in Killeavy Castle Estate

Supplementary 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 offered this position, will this be your only form of employment? Yes No

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

How many days off due to sickness have you had within the last 12 months? _____

Any other information you feel relevant to your application _____

Your References

Please give the names and addresses of two people which are not related to you, who we can approach for a confidential assessment of your suitability for this position (one of these must be from your current or most recent employer).

Name: _____ Name: _____

Address: _____ Address: _____

Email: _____ Email: _____

Phone No: _____ Phone No: _____

Can we approach your present/ most current employer prior to making a offer of employment? Yes No

If no is ticked, we will contact you should we consider making an offer of employment to you.

It is the policy of Killeavy Castle Estate to recruit, employ and promote qualified persons in all jobs and functions ensuring equal employment opportunity without regard to race, colour, religion, sex, age, national origin, ancestry, disability, marital status, political opinion, sexual orientation and gender reassignment.

Application Declaration

In signing the declaration and in consideration of application with Killeavy Castle Estate, I hereby affirm that the information provided in this application is correct, and that any misrepresentation of facts, or material omission thereof, can be cause for dismissal. Any job offer is conditional upon the receipt of satisfactory references.

I agree that Killeavy Castle Estate can process, distribute and hold information appertaining to application subject to the terms of the Data Protection Act 1998.

Signature: _____ Date: _____ / _____ / _____

Name (please print): _____

Office Use Only

Reference Number: _____

Interviewed by: _____ Date: _____ / _____ / _____

Comments: _____

Decision (tick as applicable) Accept Regret Signature: _____