

## EMPLOYMENT APPLICATION FORM

Position applied for:  Job Reference:

Please complete this form in Black Ink and return to the HR Department, Andras House Ltd, 60 Great Victoria Street, Belfast, BT2 7BB.

All information will be treated in the strictest confidence and will be used by Andras Hotels to assess your suitability for the position.

### Section 1 Personal details

Title:  (Mr/Mrs/Miss/Ms)

Last Name:  First Name:

Address:

Postcode:

Home Telephone No:  Mobile No:

Email Address:

National Insurance No:

How did you hear about the job role?

Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes  No

Driving Licence – if relevant to post applied for. Do you hold a full, clean driving licence valid in the UK? Yes  No

Have you access to a form of transport that will permit you to meet the full requirements of the post in full? Yes  No

If required, would you be willing to work in our various hotels across the Group? Yes  No

Are there any restrictions on how many hours/days you would be available to work?

## Section 2 Present Employment

Name of Employer:

Address:

Postcode:

Job Title:

Date of Appointment:  
(Month/Year)

Salary:

Brief description of Duties:

Period of Notice:

End Date (Month/Year)  
(if no longer employed):

## Section 3 Previous Employment

Name of Employer:

Address:

Postcode:

Start Date:

End Date:

Post Held:

Summary of duties:

Reason for Leaving:

Name of Employer:

Address:

Postcode:

Start Date:

End Date:

Post Held:

Summary of duties:

Reason for Leaving:

Continue on a separate sheet if necessary

## Section 4 Education

### Qualifications obtained from Schools, Colleges and Universities.

Please list highest Qualifications first:

College or University	Dates attended from and to	Course	Qualifications and grades obtained
School	Dates attended from and to	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

## Section 5 Training and Development

Please give details of any training and development courses or non-qualification courses which support your application. Include any on the job training as well as formal courses.

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## Section 6 Supporting Statement

### **Abilities, skills, knowledge and experience.**

Please use this section to explain in detail why you have applied for the position and how you meet the requirements of the Job Description. This section will be utilised for short-listing purposes so please ensure you clearly demonstrate how you meet the criteria for the job role. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

## Section 7 Additional Information

Have you ever been convicted of a criminal offence other than a spent conviction under the Rehabilitation of Offenders (NI) Order 1978?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Under the Disability Discrimination (N.I.) Act 1995 a disabled person is defined as a person with: "A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out a normal days activities". Having read the definition do you consider yourself to have a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever worked for this business before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'yes', please give details:		

## Section 8 References

Please provide the names and addresses of two referees (one of whom should normally be your Manager/Supervisor at your current/most recent workplace).

Reference 1		Reference 2	
<b>Name:</b>	<input type="text"/>	<b>Name:</b>	<input type="text"/>
<b>Position (Job Title):</b>	<input type="text"/>	<b>Position (Job Title):</b>	<input type="text"/>
<b>Work Relationship:</b>	<input type="text"/>	<b>Work Relationship:</b>	<input type="text"/>
<b>Organisation:</b>	<input type="text"/>	<b>Organisation:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Address:</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Postcode:</b>	<input type="text"/>	<b>Postcode:</b>	<input type="text"/>
<b>Telephone No:</b>	<input type="text"/>	<b>Telephone No:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>	<b>Email:</b>	<input type="text"/>
<b>Are you willing for this referee to be approached prior to the interview?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Are you willing for this referee to be approached prior to the interview?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Section 9 Declaration

I certify that the information I have provided above is true, complete and accurate to the best of my knowledge and I understand that any false or misleading statements or the withholding of any relevant information may render this application null and void, may provide grounds for the withdrawal of any offer of appointment or if appointed, dismissal from Andras Hotels.

**Signed:**

**Date:**

**Thank you for your interest in this post and we would like to take the opportunity to wish you good luck with your application.**