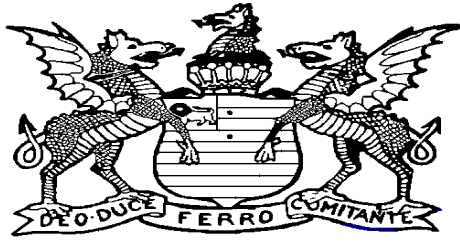


# Job

# Application

# Form



## *Charlemont Arms Hotel Armagh (Limited)*

57 - 65 English Street, Armagh, Northern Ireland, BT61 7LB  
Tel: 028 3752 2028 Fax: 028 3752 6979

**Date** \_\_\_\_\_ **Application for Employment (must be over 16 years of age)**  
ALL information will be treated CONFIDENTIALLY. We are an Equal Opportunities employer and we welcome applicant regardless of religious belief, political opinion, sex, marital status, or disability.

Please complete all sections of the form clearly, in your own handwriting. If you find that you do not have enough space for answers, please continue on a separate sheet remembering to cross reference information.

What position are you interested in? .....

Why do you want this position? .....

.....

.....

.....

Why would you like to join us? .....

.....

.....

How did you learn about the vacancy? .....

### **Personal Particulars**

Title: ..... Forenames(s): .....

Surname: ..... Date of Birth: ..... Age: .....

Permanent Address: .....

..... Postcode:.....

Telephone No: (Home)..... (Mobile) .....

Email Address: .....

**Education/Qualifications**  
(Post Primary School)

Dates From/To	Subject	Level GCSE, A, Degree, Professional Qualification	Place of Study	Result/ Grades

Other relevant courses attended, relevant to position applied for: .....

.....

.....

Membership of Professional Bodies - including grade(s) and date(s) of entry .....

.....

.....

**Work Experience**

Relevant to the Position Applied for starting with the most recent

**Current Employment Information**

Describe your current role, including your key responsibilities/accountabilities.

.....

.....

.....

.....

Describe your major achievements over the last two years.

.....

.....

**Work experience**

1. Dates: From ..... To ..... Position Held: .....

Company Name: .....

Duties performed: .....

Reasons for Leaving: .....

2. Dates: From ..... To ..... Position Held: .....

Company Name: .....

Duties performed: .....

Reasons for Leaving: .....

3. Dates: From ..... To ..... Position Held: .....

Company Name: .....

Duties performed: .....

Reasons for Leaving: .....

4. Dates: From ..... To ..... Position Held: .....

Company Name: .....

Duties performed: .....

Reasons for Leaving: .....

**Other Information**

Please give details of activities or hobbies which interest you .....

.....

.....

What voluntary work do you carry out in your free time? .....

.....

Please give any other information which you like to add in support of your application. ....

.....

.....

Have you ever worked with us before? YES/NO

If YES, in what capacity .....

When would you be available to start employment? .....

Do you know anyone currently employed by us? YES/NO

If Yes, please give person's name .....

Do you hold a current clean driving licence? YES/NO

Have you ever been convicted of a criminal offence, are there any charges outstanding? (You need not include Convictions which are spent under Rehabilitation of Offenders (NI) Order 1978 or motoring convictions unless your driving licence has a current endorsement as a result). YES/NO

Give details if applicable.....

.....

.....

**Health**

Total number of days sick during last two years .....Have you ever suffered from a serious illness? YES/NO

If YES, please give details and dates: .....

Do you consider yourself to be disabled? YES/NO

If YES, please let us know if you require any arrangements made for you to attend interview. ....

.....

**References**

Please supply two references. Ideally your most recent employers. If references are other than previous employers, please state how long you have been acquainted and the nature of that acquaintance (e.g. Doctor, teacher, family friend). If you are known by a different name please indicate by which you were then known.

Name .....

Title .....

Address .....

.....

.....

Tel No .....

**REFEREES WILL NOT BE CONTACTED WITHOUT YOUR PRIOR CONSENT**

**Declaration**

I declare that the information I have given in this application is correct and that I have not knowingly withheld any fact of circumstance. I understand that, if it is found at a later date that I have given false information on this application, this could result in dismissal.

Signed ..... Date .....

## Employee/Applicant Monitoring Questionnaire

### Monitoring Questionnaire

**Private & Confidential**

Ref No:

We are an Equal Opportunities Employer. We do not discriminate on the grounds of religions belief or political opinion. 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 applicants and employees, as required by Fair Employment and Treatment (NI) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Roman Catholic or Protestant. 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 a member of neither the Protestant nor Roman Catholic community

If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on file/application form.

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”