

# Application for Employment



**The Old Inn**  
 11–15 Main Street  
 Crawfordsburn  
 BT19 1JH

Tel: (028) 9185 3255  
 Email for receipt of completed forms:  
 hres@theoldinn.com  
 www.theoldinn.com

## Position Applied For:

Surname:	Title:	Forename (s)
----------	--------	--------------

Address:	
Post Code:	

Do you have the right to work and live in the UK	National Insurance Number	Full Driving Licence?	Own Transport?
Yes/No .....			

Contact Telephone Number	
Mobile Telephone Number	
Email Address	

### Secondary / Further Education

From	To	Type of School (eg Grammar)	Subjects	Results

### University / Higher Education

From	To	University / College	Title of Degree / Diploma	Result

**Details of any other Training Courses taken**

Date	Organising Body	Name of Course	Result

**EMPLOYMENT HISTORY – PRESENT POST**

Name and address of present employer	Date appointed Day/Mth/Yr / /	Present Salary/Wage	Period of Notice
	Reason for leaving		

**MAIN DUTIES OF PRESENT POST**

(This area is intentionally left blank for the candidate to describe their main duties.)

**PREVIOUS POSTS**

(Please list your previous posts beginning with the most recent)

1. Name and address of employer	Job Title and location	FROM Day/Mth/Yr / /	TO Day/Mth/Yr / /
Rate of Pay _____  <b>Duties (briefly):</b>          Reason for leaving: _____			

2. Name and address of employer	Job Title and location	FROM Day/Mth/Yr / /	TO Day/Mth/Yr / /
<p>Rate of Pay _____</p> <p><b>Duties (briefly):</b></p> <p>Reason for leaving: _____</p>			
3. Name and address of employer	Job title and location	FROM Day/Mth/Yr / /	TO Day/Mth/Yr / /
<p>Rate of Pay _____</p> <p><b>Duties (briefly):</b></p> <p>Reason for leaving: _____</p>			
4. Name and address of employer	Job title and location	FROM Day/Mth/Yr / /	TO Day/Mth/Yr / /
<p>Rate of Pay _____</p> <p><b>Duties (briefly):</b></p> <p>Reason for leaving: _____</p>			
5. Name and address of employer	Job title and location	FROM Day/Mth/Yr / /	TO Day/Mth/Yr / /
<p>Rate of Pay _____</p> <p><b>Duties (briefly):</b></p> <p>Reason for leaving: _____</p>			

## Meeting the Criteria

Please demonstrate how you meet the 'Essential' and 'Desirable' criteria outlined in the Person Specification

## OTHER EMPLOYMENT

Working Time legislation limits working time to 48 hours per week you must inform us if you are or intend to work in any other job, as well as the post for which you have applied.

Are you / do you intend to work in another job? YES / NO

If you have answered yes, how many hours per week would this entail? \_\_\_\_\_ hours

## CRIMINAL RECORD

Please advise of any criminal convictions except those spent under the Rehabilitation of Offenders (NI) Order 1978. If none please state.

## REFERENCES

Please give the names and addresses of two people to whom we may apply for employment references. One should be your current or most recent employer. These will not be taken up unless an offer of employment is made.

Name:

Position:

Address:

Telephone Number:

Name:

Position:

Address:

Telephone Number:

## SPECIAL REQUIREMENTS

Please list below any special requirements or reasonable adjustments if you are disabled that you may have if you are called for interview.

## DECLARATION (Please read this carefully before signing this application)

I confirm that the above information is complete and correct and that any untrue or misleading information will give the management of The Old Inn the right to terminate any contract of employment offered.

I agree that The Old Inn reserves the right to require me to undergo a medical examination at any time. Should this organisation require any further information with view to contacting your doctor for a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor

Signed

Date