

millside restaurant – Gracehill

Application for Employment

Please complete all sections in BLOCK CAPITALS and return it on or before the closing date specified. Late applications will not be considered. Please be advised that the panel will only consider the information provided on this form. Curriculum vitae will not be accepted.

All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

Position applied for	
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Personal Information

Surname:	Mr/Mrs/Ms/Miss	(delete as necessary)
Forename(s)		
Address:		
Postcode:		
Telephone number (Home):	Telephone number (Mobile):	
Telephone number (Work):	Email:	

Employment History

Please provide comprehensive details of your previous employment details for the last 5 years only.

Name and Address of Employer and Nature of Business	From: To:	Job Title, Function and Responsibilities	Reason for Leaving

Please continue on the next page if necessary

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Employment cont.

Name and Address of Employer and Nature of Business	From: To:	Job Title, Function and Responsibilities	Reason for Leaving

Education

Please include ALL schools/colleges/universities attended and qualifications attained from secondary education level onwards.

Name of School/College/University attended	Subject Studied	Qualification/Grade achieved	Date attained

Please continue on separate sheet if necessary

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Extended Qualifications

Please provide details of any other relevant qualifications obtained or courses completed e.g. Food Hygiene/First Aid etc.

Qualification/Course	Grade	Date Achieved

Personal Statement

Please give an account of your personal strengths and experience, and how these may assist you in fulfilling the position applied for.

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Disability discrimination Act 1995

Section 1 of this Act describes a disabled person as a person with a “physical or mental impairment, which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities”.

Using this definition, would you consider yourself to be disabled? **Yes/No**

If yes, do you require any special arrangements to be made to assist you if called for and interview?
Please provide details:

References

Please provide two work related referees where possible, including your current or most recent employer.
Referees will NOT be contacted without prior approval.

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone No:	Telephone Number:
Nature of Relationship	Nature of Relationship

Please be advised that any referees provided must not be related to you in any way. A failure on the referees behalf to provide a suitable reference may result in refusal of employment offer or termination of agreed employment terms.

Declaration

I certify that all information provided is correct. I understand that any false information given may result in a job offer being withdrawn.

Signature: _____

Date: _____