



For Office Use only

Payroll No.	_____
Cost Code	_____
Company	_____
D.O.S.	_____
Contract Hours	_____
N.I.N.O.	_____
Hourly Rate	_____
Tax Wk Applied	_____
P45	_____

Job Reference No: 19370		6 th February 2020	
Please print clearly using black ink and block capitals			
Position applied for: EVENT TEAM STAFF			
How did you hear of this position? (please circle relevant) (i.) Press (please indicate title).....			
(ii.) Website		(iii.) University/College	(iv.) Friend/Colleague/Word of Mouth
(v.) Other (please specify).....			
Personal Details			
Surname:		Forename:	Date of Birth
Dr/Mr/Mrs/Miss/Ms		Country of Birth:	Are you eligible to work in the UK? YES/NO
Full Address			
Postcode			
Tel No (Home)			
Mobile			
Email Address			
Shifts prepared to work:		Have you ever been employed by this Company before? If so state position and dates of employment	
Day	Full Time		
Evening	Part-Time		
Night	Saturday/Sunday		
Any dates when not available for interview:			
Current UK Driving License		Yes/No	
Date when available to commence employment:		National Insurance No:	
Have you previously been convicted of a criminal offence which is not spent. (A conviction which has been spent within the meaning of the Rehabilitation of Offenders (NI) Order 1978 need not be disclosed) Yes/No			
If so please provide details:			

Education and Training			
Type of School	Examination Subjects Passed	Level & Grade Achieved	Date Attained
College/University/Other Educational Institution	Qualifications Achieved	Grade Achieved	Date Attained
Details of any other training you have undertaken		Membership/Grade of Professional Institutions	
Please give details of any voluntary work undertaken, recreational pursuits and positions of responsibility			

Employment History

Start with your present/most recent employment and work backwards. Please continue on a separate sheet if necessary.

From/To	Employer's Name and Address	Position and Main Duties	Salary & Reason for Leaving

What notice are you required to give to your present employer:

What relevant skills or experience do you feel make you suitable for this vacancy:

Please add any further information you may wish to give in support of this application:
(Use separate sheet if necessary)

References: Please give below the name of three referees, one from your most recent employment, one from your previous employer, and one personal referee (not relatives). These referees may be approached for references, after obtaining your permission

Name	Name	Name
Occupation	Occupation	Occupation
Company Address	Company Address	Company Address
Contact Tel No.	Contact Tel No.	Contact Tel No.

I hereby declare that the information supplied is true and correct, and I understand that any false declaration on this form may result in any offer of employment being withdrawn or my employment terminated. I also understand that any offer of employment will be subject to satisfactory references and consent to a medical examination, if required to undertake such, the results of which must be satisfactory, to ratify my appointment. Any offer of employment is also subject to security clearance, if applicable to the post applied for:

Signature of applicant Date
(Signature MUST be signed NOT typed)

Completed Application forms should be returned to hello@bitofadobelfast.com

For Company Use: Interviewed By: _____ Date Received: _____

Location: _____ Position: _____

Starting Date: _____ Rate of Pay: _____ Contracted Hours: _____

Permanent Casual Salaried Hourly Paid

Management Authorising Signature Date

Questionnaire on Community Background

Job Reference Number

Please indicate the Community to which you belong 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 the Roman Catholic Community

Also, please indicate your sex:

Male

Female

When you have completed this form, send it together with you application form to the address below.

HR Department, 3 Duncrue Place, Belfast, BT3 9BU

The information which you give on this form will be treated in the strictest confidence and will not be used for any purpose other than monitoring the Company's policy on equality of opportunity.