Our Lady and St. Patrick’s College, Knock

**College Business Manager**

**120 GILNAHIRK ROAD**

**BELFAST**

**BT5 7DL**

**TEL: (028) 9040 1184**

CONFIDENTIAL STAFF APPLICATION FORM

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| Application for Employment as **Catering Assistant** |
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| Closing Date for application **4.00pm 5th November 2021** |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| First Names | Surname |

|  |  |
| --- | --- |
| Home Address | Address to which we should write |

|  |  |
| --- | --- |
| Telephone No (Home) | Telephone No (Business) |

|  |
| --- |
| Medical History  Have you a medical condition, disability or special need which needs to be taken into consideration by your employer? Yes/No \_\_\_\_\_  Please give brief details:- |
| **Our Lady and St Patrick’s College is an Equal Opportunities Employer** |

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Secondary Education | Examination taken, results obtained, subjects passed scholarships and prizes |
|  |  |  |  |

University Education

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name of College, University | Examinations taken, results obtained, class of passes, scholarships and other distinctions |
|  |  |  |  |

Technical, Professional or Occupational Training, to include apprenticeships, articles, evening, full time day and day releases courses, correspondence courses, company courses.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From | To | Type of Training | Subject Studied | College, Firm, Institute | Qualifications Gained |
|  |  |  |  |  |  |

**OUTSIDE ACTIVITIES AND INTERESTS**

|  |  |
| --- | --- |
| Please tell us about your main interests and hobbies outside work. | What official position have you held (if any)? |

**REFERENCES**: Please give names, addresses and telephone numbers of two persons willing to provide references

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Have you been convicted of any criminal offence? Yes/No  If yes please give details |

The foregoing particulars are complete and correct to the best of my knowledge and belief. I have read and understand the requirements and particulars of the appointment which have been supplied to me.

USUAL SIGNATURE OF CANDIDATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A candidate found to have knowingly given false information, or to have suppressed any material fact will be liable to disqualification, or if appointed, to dismissal. Canvassing will disqualify.

**EMPLOYMENT HISTORY**

Please give details here of all positions held since completing your full time education. Start with your present or most recent position and work backwards. Please use separate sheet if required and add any additional information which you feel would support your application.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From | To | Name of Employer, Address and nature of business | Position held and duties | Salary | Reason for Leaving |
|  |  |  |  |  |  |