



Northern Ireland Hospitality School (NIHS)
Application for Employment - Confidential



| Post Details | | | |
|----------------|--|---------------|--|
| Job Reference: | | Closing Date: | |

| Personal Details | | | |
|----------------------------|--|----------|--|
| Title: | | Surname: | |
| Forenames: | | | |
| Address: | | | |
| Postcode: | | | |
| National Insurance Number: | | | |

| Contact Details | |
|-----------------|--|
| Mobile Phone: | |
| Email Address: | |

| Employment History | |
|---|--|
| Please provide details of your employment history commencing with your current or most recent employer. Please complete in full (using a separate sheet if necessary) and provide reasons for any gaps in employment. | |
| Employer Name & Address: | |
| Nature of business: | |
| Job Title: | |
| Main duties: | |

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| | |
| Salary & Benefits package: | |
| Are you still employed by the above? | |
| If yes, please state period of notice required: | |
| If no, please state date left & reason for leaving: | |

| Previous Employment | | | | |
|--|------------------------|----------------------------------|--------|--------------------|
| Please provide details of your employment history commencing with your current or most recent employer. Please complete in full (using a separate sheet if necessary) and give reasons for any gaps in employment. | | | | |
| Dates (to/from) | Employer Name/ Address | Job Title, Main responsibilities | Salary | Reason for Leaving |
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| Education & Professional Qualifications | | | | |
|--|--|--|--|--|
| Please provide details of your qualifications/educational attainments achieved commencing with your current or most recent. Please complete in full (using a separate sheet if necessary). | | | | |
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| Other Relevant Training Courses | | | | |
|--|--|--|--|--|
| Please provide details of any other relevant training/skills attained e.g. first aid certificates, food hygiene courses, IT skills and language skills commencing with your current or most recent. Please complete in full (using a separate sheet if necessary). | | | | |
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What makes you want to pursue a career in Hospitality? (using a separate sheet if necessary)

| Hotel Preference | |
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| Please indicate your preference for the hotel you wish to gain employment following successful completion of the course. Please note this is where you would obtain 'on the job training'. | |
| Preferences should be weighted 1, 2 and 3. | |
| Adair Arms | |
| Galgorm | |
| Tullyglass House Hotel | |

| Right to work in the UK - Declaration | |
|---|----------|
| Do you require a work permit to work in the UK | YES / NO |
| If Yes, do you hold a work permit/visa permitting you to work in the UK? | YES / NO |
| Please note that all job offers is conditional upon the individual providing evidence of their entitlement to work in the UK as part of our pre-employment vetting arrangements | |

| Supplementary Information | |
|---|----------|
| Have you previously worked for either Tullyglass, Adair Arms or Galgorm Spa & Golf Resort | YES / NO |
| If successful, will this be your only form of employment. If not, please provide details of other employment: | YES / NO |
| Please provide dates of any upcoming holidays arranged | |
| Do you have access to a form of transport that will allow you to fulfil the requirements of this post: | YES / NO |
| By law, all Bar Staff must be aged 18 or over. Please indicate if you meet this requirement: | YES / NO |

| References | |
|--|---|
| Please give the names and addresses of 2 persons in a supervisory/management position, not related to you, who we can approach for a confidential assessment of your suitability for this position. At least one of these must be from your current or most recent employer. | |
| Referee 1 Name: Position: Address: Postcode: Email: Telephone: | Referee 2 Name: Position: Address: Postcode: Email: Telephone: |

| | |
|--|----------|
| | |
| Can we approach your present/most current employer prior to making an offer of employment? | YES / NO |

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| Application Declaration | |
| <p>In signing this declaration and in consideration of application with the Northern Ireland Hospitality School (NIHS), I hereby confirm that the information provided in this application is correct, and that any misrepresentation of facts, or material omission thereof, can be cause for dismissal.</p> <p>I understand that any future job offer is conditional upon the receipt of satisfactory references and all other pre-employment checks including documentary evidence of my right to work in the UK.</p> <p>I understand that all information supplied on this application form will be kept strictly confidential and will be used solely for the purposes of recruitment & selection and associated administration. I agree that the Northern Ireland Hospitality School (NIHS) can retain and process information appertaining to my application subject to the terms of the General Data Protection Regulations (GDPR).</p> | |
| Signature: | |
| Date: | |

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|---|
| Additional Support |
| <p>We would like to ensure all candidates, regardless of disability, can participate fully in the selection process. If you require any reasonable adjustments to be made to support you potentially attending an interview please contact enquiries@nihospitalityschool.com</p> |