



Vacancy Application Form

Vacancy Closing Date

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- Please write clearly.
- All information will be treated in confidence and will be used by DEL staff / employers to assess your suitability for the job.
- Failure to complete this application form correctly and in full may lead to your application not being processed further.

The Vacancy

Name of the company _____

Job applied for _____

Job reference number _____

About Yourself

Surname _____ (Mr/Mrs/Miss/Ms)

Forename/s _____

Address _____

Postcode _____

Country of Birth _____

Home telephone number _____

Mobile telephone number _____

Email Address _____

National Insurance number _____



Your Qualifications

Type of Exam (GCSE, A Level etc.)	Date Taken	Subject	Grade

Character References

Provide below the name, address and occupation of two responsible persons who know you well in private life and who are willing to answer questions about your character. Name	Name _____
	Address _____
	Postcode _____
	Occupation _____
	Tel. No _____

Address _____	

Postcode _____	
Occupation _____	
Tel. No _____	



Employment History

Provide below details of your full employment history, starting with your present or most recent job.

Name and Address of employer	Date Started	Date Ended	Position Held (Give brief description of duties)	Reason for Leaving & Salary
(1)				
(2)				
(3)				
(4)				

*use additional paper if required

Periods of Unemployment

Record all periods of Unemployment below.

Start Date	End Date



Do you have any objections to contact being made with your present or past employer?

Yes

No

Convictions: Unprejudiced consideration will be given to candidates who declare criminal conviction(s). Only offences which are manifestly incompatible with the post in question will result in candidates being excluded from consideration.

Have you ever been convicted of a criminal offence (other than those that would be considered spent under the Rehabilitation of Offenders Order (NI) 1978)?

Yes

No

Please give details

Please note: Spent convictions will have to be declared for some positions (e.g. work involving substantial access to children or vulnerable adults). If you are applying for such work you will be asked to complete an additional vetting form.

Unemployed applicants, in receipt of benefit, should be aware that the Department will contact employers to confirm receipt of the application form, attendance at interview and if appropriate the outcome of the interview.

Declaration

I declare that the information that I have given is correct

Signed

Date

Please send completed application form to:

The Personnel Manager
Murphy Browns Restaurant
186 Cavehill Road
Belfast
BT15 5EX