

# APPLICATION FOR EMPLOYMENT



**POSITION APPLIED FOR:** .....

Please complete this form LEGIBLY in black ink or typed and ensure it is returned by 12.00 pm on the above date. The preferred response is via email in line with our stated policy to reduce the use of paper where possible.

Tony Roma's Recruitment  
25-27 University Road  
Belfast  
BT16 1QT

T: 028 9032 6777

Email: [info@tonyromasbelfast.com](mailto:info@tonyromasbelfast.com)

(Please answer the questions fully as this will enable us to correctly assess your application).

## 1. PERSONAL DATA

Mr/Mrs/Miss/Ms:.....

Surname: .....

Forename(s): .....

Address:.....

Town/City:.....

County:.....

Post Code:.....

Date of Birth: .....

Age: .....

Home Telephone No.: .....

Work Telephone No.: .....

Full Clean Driving Licence?: Yes  No

Do you have daily access to a car for business use? Yes  No

If no, please give details: .....

## 2. EDUCATION AND TRAINING

Please list below in chronological order the name(s) of school(s), college(s), universities and other place(s) of education and training who course(s) you have taken since the age of eleven. Please continue on an additional sheet if necessary.

Name of School	(Full-time, part-time etc)	From	To	Subject	Examinations passed		
					Level	Grade	Date

### THIRD LEVEL

Name of College/University	Title of Course(s)	Qualifications(s) Obtained	Date Awarded

### APPRENTICESHIPS & FURTHER TRAINING

Please indicate any apprenticeship / NVQ or vocational training undertaken and level attained.

### 3. CAREER HISTORY

Please list all jobs you have held since finishing full-time education, but in reverse order, starting with the present or latest one and going back chronologically. Where you have held more than one position in one organisation, please record these as separate jobs. Please continue on a separate sheet if necessary.

<b>From/To (Month/Year)</b>	<b>Name and Address of Employer (indicating nature of business)</b>	<b>Main Duties/Responsibilities:</b>
Job Title:	Present Salary:	
Other Benefits:		
Notice Period:		
Reason for Leaving:		
<b>From/To (Month/Year)</b>	<b>Name and Address of Employer (indicating nature of business)</b>	<b>Main Duties/Responsibilities:</b>
Job Title:	Final Salary:	
Reason for Leaving:		
<b>From/To (Month/Year)</b>	<b>Name and Address of Employer (indicating nature of business)</b>	<b>Main Duties/Responsibilities:</b>
Job Title:	Final Salary:	
Reason for Leaving:		
<b>From/To (Month/Year)</b>	<b>Name and Address of Employer (indicating nature of business)</b>	<b>Main Duties/Responsibilities:</b>
Job Title:	Final Salary:	
Reason for Leaving:		

### 4. CAREER INFORMATION

What influenced you to make this application?

Please outline the specific knowledge, skills and personal qualities which you possess and consider to be particularly relevant to this application:

What are your immediate and long-term career objectives?

State briefly any other information which, in your opinion, may be of interest in considering your application.

## **5. RECREATION AND INTERESTS**

Please give details of special interests, hobbies, or sports/games you play:

Please indicate the type of associations or societies in which you are active, stating the title of any positions held and details of responsibilities:

## 6. FURTHER PERSONAL INFORMATION

<p>Have you ever been convicted of a criminal offence?</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p>	<p>If "YES", details please:</p>
<p>What is your present state of health, noting any illnesses or accidents which you have had, other than minor ones?</p>	<p>Details please:</p>
<p><b>*Please note that applicants will be required to complete a pre-joining health questionnaire and may be subject to a medical examination.</b></p>	

## 7. REFEREES

<p>Please supply details of two referees, one of whom must be your current or most recent employer:</p>	
<p>Name:</p>	<p>Name:</p>
<p>Position:</p>	<p>Position:</p>
<p>Address:</p>	<p>Address:</p>
<p>Tel No:</p>	<p>Tel No:</p>
<p>Nature of Relationship:</p>	<p>Nature of Relationship:</p>

## 8. DECLARATION

<p>I declare that the foregoing particulars are complete and correct, to the best of my knowledge and belief:</p>	
<p>Signed: .....</p>	<p>Date: .....</p>
<p><b>WARNING:</b> Any candidate found to have knowingly given false information, or to have wilfully suppressed any material fact will be liable to disqualification, or if appointed, to dismissal.</p>	

# EQUAL OPPORTUNITIES MONITORING FORM

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**Company Name:** \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_

**Closing Date:** \_\_\_\_\_

**Reference:** \_\_\_\_\_

On this form we ask you to provide information on your religious community background. The reasons for this is that we are fair employers and we want to demonstrate clearly and openly our commitment to equality. We operate on the merit principle, i.e., we select the best person for the job/promotion or training opportunity.

To demonstrate our policy of equality of opportunity we need to collect monitoring information regarding the community background of our employees and job applicants, as required by the Fair Employment (NI) Act 1989.

Please indicate the community to which you belong by ticking the appropriate box:

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am neither a member of the Protestant or Roman Catholic community

Please indicate your sex by ticking the appropriate box:

I am male  I am female

Are you a registered disabled person? Yes  No

Please give details of disability: \_\_\_\_\_

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**The information you are asked to provide will be treated in the strictest confidence and protected from misuse. It will be used only for the purpose of monitoring our equality of opportunity in employment policy and will have no effect on the outcome of your application.**

**THIS FORM MUST BE SENT SEPARATELY**  
**Do NOT attach this form to your application**