

Employment Application Form

Please read the following points before completing application form.

- Please read the job description before completing this form.
- All information on this form will be treated in confidence and will only be used to assess your suitability for the job applied for.
- Failure to complete this application form correctly and in full will lead to your application not being processed further.
- Due to the high number of applications anticipated, Crumlin Road Gaol will only notify successful candidates.
- A reserve list may be compiled for any future vacancies within a nine month period.

Job Applied for:

(if applying for more than one job, please enter all jobs above)

Surname: **Forename/s:**

Address:

Post Code:

Home Tel Number **Mobile Number**
If Any

Email Address

National Insurance Number:

Do we need to be aware of any reasonable adjustments in order to facilitate your attendance at interview?

Yes/No

If Yes, please give details:

Qualifications:

Exam type (GCSE/A Level etc.)	Date Taken	Subject	Grade

Verification of the above qualifications will be sought at Job offer stage.

Please include any other information i.e. Training courses etc.

Subject	Date Completed

Employment History

The following section must be completed in full. Starting with your most recent employer. Incomplete areas may result in your application not being processed any further.

Name and address of employer	From (Month/Year)	To (Month/Year)	Position and responsibilities	Reason for Leaving

Continue on a separate sheet if required.

Gaps in Employment

Please detail below any gaps in your employment history, including any periods of unemployment and volunteering etc..

Date	Reason for Gap

References

Please include the following details of two previous employers from whom a reference may be obtained. Please include your most recent employer.

Name

Address

Tel No.

Email:

Occupation:

Name

Address

Tel No.

Email:

Occupation:

Additional Information in Support of Application.

In this section please demonstrate how you meet the essential and desirable skills, experience and qualifications as detailed in the job description. (Continue on a separate sheet if required) If applying for more than one job, the info below must be included for each job.

Have you ever been convicted of a criminal offence?

Yes/No

If yes, please give details and dates of each conviction which is not spent together with details of any penalties imposed.

- An enhanced Access NI check will be required for successful candidates.

Salary and Notice Period

Present Salary

Notice Required
From current employer

Availability for work:

Please detail below your regular availability:

Day	AM	PM	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Application Declaration

Before submitting your application please read it carefully. If you omit information we have asked for, we will not consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application could lead to disciplinary action or in some circumstances legal action against you. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading my employment may be terminated without notice. I understand too that an enhanced disclosure check may be sought in the event of my application being successful.

I have read and understood the declaration.

Signed:

Date:

Please Post, deliver or email completed application form by the closing date to:

Careers Department
Crumlin Road Gaol
53-55 Crumlin Road
Belfast
BT14 6ST

careers@crumlinroadgaol.com