



**BOYLE BINGO  
31 CHURCH ST  
WARRENPOINT**

**APPLICATION FORM**

**To be completed in Black Ink or Typescript**

**Completed signed application forms in paper format (ie. postal, hand delivered, emailed, courier etc) but NOT FAXED must arrive no later than date specified on Job advertisement**

**In the event that there is insufficient space at any section of this form then please attach a continuation sheet(s), which bears your name, and sets out the section it relates to.**

**Please indicate by marking a box below whether you are applying for a full time position, part time position or both:**

<b>Full-Time</b>	<input type="checkbox"/>	<b>Part Time</b>	<input type="checkbox"/>	<b>Both</b>	<input type="checkbox"/>
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<b>Position applied for:</b>	<input type="text"/>
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<b>SURNAME:</b>	<b>FORENAMES</b>
<b>HOME ADDRESS:</b>	
<b>POSTCODE:</b>	
<b>AGE:</b>	
<b>ADDRESS FOR CORRESPONDENCE (IF DIFFERENT)</b>	<b>HOME TELEPHONE NUMBER:</b>
<b>POSTCODE:</b>	<b>DAYTIME TELEPHONE NUMBER:</b>
<b>DO YOU HAVE A CURRENT DRIVING LICENCE</b>	
<b>DO YOU HAVE ACCESS TO YOUR OWN TRANSPORT</b>	

## **EDUCATION AND TRAINING**

Candidates should complete their application form fully. It is important that qualifications are **clearly** listed showing examination body, grade obtained etc..., and any other relevant details.

When more than one part of an examination is required for final qualification in a subject or course of study **all** parts attained must be clearly listed.

If you do not possess the specified qualifications, you should clearly indicate those qualifications which you are claiming are equivalent and on what basis they are equivalent to those specified. Remember, your application will be short-listed solely on the basis of information provided by you on the application form. Members of the selection panel are not permitted to make assumptions about you or take account of any personal knowledge they may have about your qualifications/experience. You should ensure that the application form is completed fully and concisely.

## **SECONDARY EDUCATION**

<b>Examining Body/ Qualification</b>	<b>Subject and level ( eg. GCSE, A Level)</b>	<b>Grade/Result</b>

## **FURTHER EDUCATION (Full-time and Part-time)**

<b>Educational Establishment</b>	<b>Qualification Awarded</b>	<b>Subjects/Units</b>	<b>Grade/Result</b>	<b>Exams to be taken and date</b>

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**PROFESSIONAL QUALIFICATIONS**

Title of Qualification	Date Awarded

**MEMBERSHIP OF PROFESSIONAL BODIES**

Title of Professional Body	Current Membership Status	Date of Registration

**OTHER TRAINING/COURSES**

Please provide details of any other relevant course/training not identified above:-

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**NOTE: Should you be successful you will be required to produce official original proof of any qualifications/memberships/training which you rely on to support your application.**

**EMPLOYMENT HISTORY**

It is important that you give clear details of your previous work experience.

**PRESENT EMPLOYMENT**

<b>Name &amp; Address of Employer</b>	<b>Date of Starting</b>	<b>Position held and outline of duties</b>	<b>Salary/Wages</b>	<b>Reason for leaving</b>
<b>Please state the amount of notice required by your present employer:</b>				

**PREVIOUS EMPLOYMENT**

Please give details of all previous employment/self employment undertaken by you which are relevant to your application. Start with the most recent positions first.

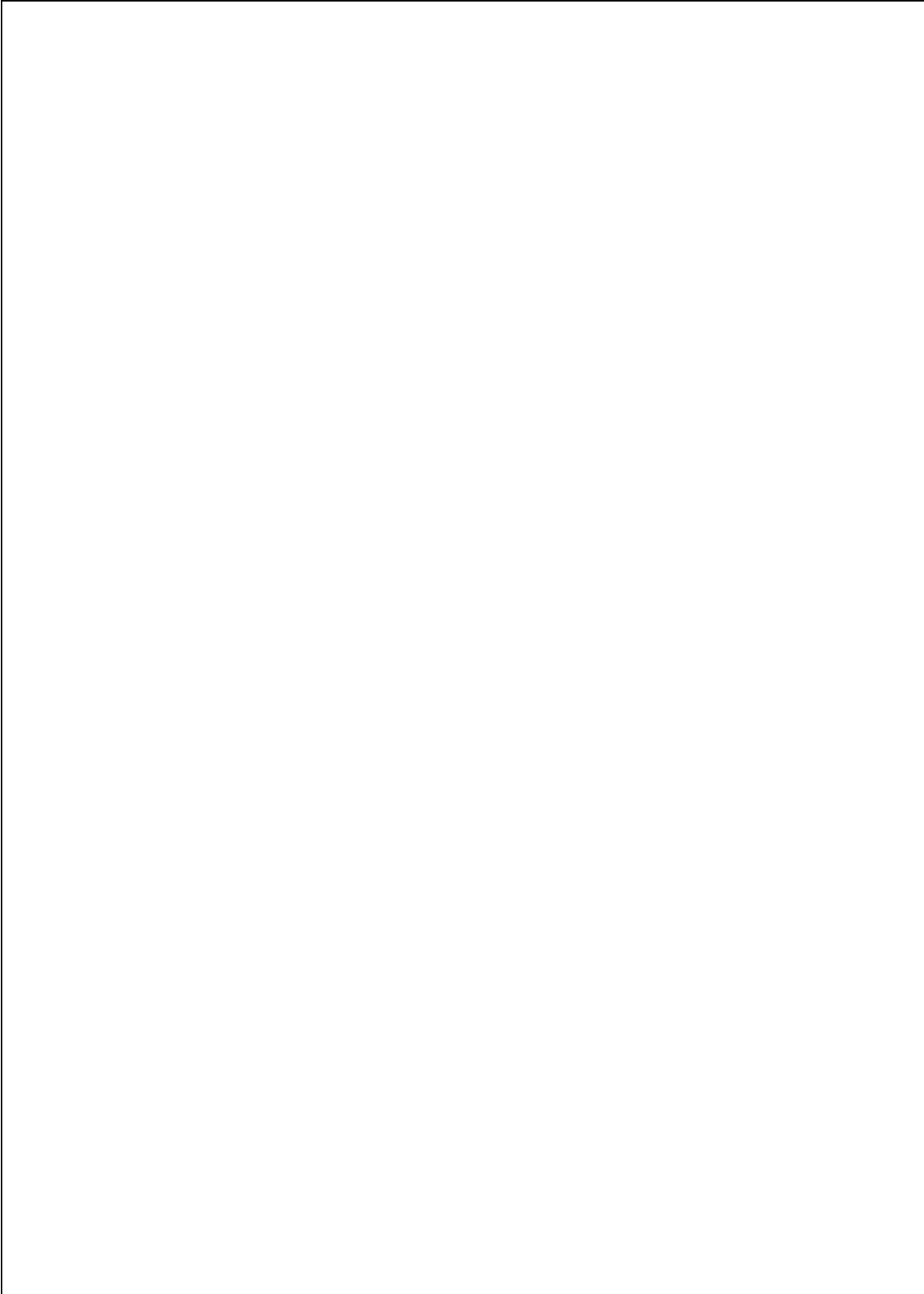
<b>Name &amp; Address of Employer</b>	<b>Employment Dates</b>	<b>Position held and outline duties</b>	<b>Salary/Wages on leaving</b>	<b>Reason for leaving</b>

**KNOWLEDGE, EXPERIENCE AND SKILLS**

This application form will be used by a selection panel to decide whether or not to shortlist you to the next stage of the recruitment process. You should note that initial shortlisting will be carried out using the “essential” criteria set out in the personnel specification. In the event that further shortlisting is necessary then the “desirable” criteria will be applied.

Having read the personnel specification and job description give details of the knowledge, experience and skills you have which are relevant to this post and demonstrate that you can discharge the duties. You should provide specific details and examples as no assumptions will be made from the posts you have held and the prior outline of duties that you have the necessary knowledge, experience and skills. Details of any relevant knowledge, experience and skills gained through voluntary work or in the home may be included here.

Remember, your application will be shortlisted solely on the basis of information provided by you **on the application form.**



**ARRANGEMENTS FOR INTERVIEW**

Disability is defined as:

*“Any physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities and which has lasted or is likely to last more than 12 months”.*

Having read this definition, do you consider yourself to have a disability?

If yes, please advise if you will require any special arrangements if selected for interview:-

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**Have you ever been convicted of a criminal offence?**

If so please give full details. You need not include motoring convictions unless your driving licence has a current endorsement as a result and you need not include convictions which are “spent” under the Rehabilitation of Offenders (NI) order 1978

**REFEREES**

Please give the names, addresses and occupations of **two** referees. The referees must not be related to you. One should be your present or most recent employer. Both referees should be able to comment on your ability to carry out the particular tasks of the job.

References will not be sought prior to interview.

<b>1.</b>	<b>Name</b>	<b>2.</b>	<b>Name</b>
	<b>Address</b>		<b>Address</b>
	<b>Occupation</b>		<b>Occupation</b>

The information provided on this application form will be used in the recruitment process and it may form the basis of some personnel records for the successful applicant(s). Records of the selection process will also be kept for a period of time after the recruitment process is completed. By signing this form, you have given permission for this personal information to be stored and processed for the purposes of arriving at a selection decision.



**DECLARATION AND SIGNATURE**

I certify that the information I have provided above is true and accurate to the best of my knowledge and I understand that any false or misleading statements or the withholding of any relevant information may render this application null and void, may provide grounds for the withdrawal of any offer of appointment or if appointed, may lead to disciplinary action and could result in dismissal.

**SIGNED**

**Date**

**NAME IN CAPITAL LETTERS**