

**STAFF APPLICATION FORM**

Application for the position of \_\_\_\_\_

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Contact Telephone No. \_\_\_\_\_

PRSI number \_\_\_\_\_

How did you hear about the position? \_\_\_\_\_

**EDUCATION AND TRAINING**

<b>Schools/Colleges attended</b>	<b>Dates</b>	<b>Examinations Taken</b>	<b>Results</b>
Secondary	From / To		
Further Education to include: College, Professional Craft	From / To		

Activities & Responsibilities while at School/College – please give details

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PREVIOUS EMPLOYMENT / WORK EXPERIENCE**

**Work Experience** – start with the most recent employer and work backwards. N.B. it is important that all previous employment is included:

Name and address of employer	Dates position held	Main duties/Reason for leaving

**If there are gaps in your employment history, please give reasons/explanations:**


**CURRENT EMPLOYMENT**

Present Salary (including bonus etc.) \_\_\_\_\_ Notice Required \_\_\_\_\_

Have you ever been employed, or previously sought employment with this company \_\_\_\_\_

**REFERENCES**

Please give the names, company name and contact telephone no. of two of your managers whom we can call for references. No approach will be made to present employers without your prior permission.

Name & Occupation: \_\_\_\_\_ Name & Occupation: \_\_\_\_\_

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

Company Address: \_\_\_\_\_ Company Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Telephone No: \_\_\_\_\_

**HOBBIES AND INTERESTS:**


**OTHER INFORMATION**

Have you ever been convicted of Criminal Offence If yes please give details on a separate sheet.	Yes	No
Are there any restrictions on your right to work in this country	Yes	No
If yes please give details: _____		
Do you or have you ever suffered from any illness which would prevent you from undertaking the duties of position you have applied for?	Yes	No
I consent to an examination on behalf of the Trinity Capital Hotel, conducted by the company doctor		
Signature _____		
Capital Hotel Group wholeheartedly supports the principle of equal opportunities in employment. It opposes in any form discrimination on the grounds of colour, race, nationality, sexual orientation, ethnic or national origin, religion, gender, martial status, age or disability. Capital Hotels commitment to implementing equal opportunities is reflected in our policies, practices and procedures.		

I confirm that the above information is correct and to the best of my knowledge. I understand that deliberate omissions or misinterpretations of information on this application form may in the event of obtaining employment result in disciplinary action up to and including dismissal.	
Applicants Signature _____	Date _____

**For Office Use Only**

Date Engaged: _____	
Department _____	Rate of Pay: _____
References Checked By _____	Employed By: _____
Induction Checklist	
P45: _____	References: _____
Uniform / Namebadge: _____	Handbook: _____
Locker Key: _____	