

Ref: _____

Please complete all sections in black ink.
Information will be treated as confidential.



APPLICATION FOR EMPLOYMENT

POST: Cook

Surname:	Forename(s):
Present Address	
Street: _____	
Town: _____	Postcode : _____
Telephone (home) _____	(work) _____
(mobile) _____	(email) _____
Do you hold a current, clean driving licence YES NO PSV licence YES NO HGV licence YES NO	

PERSONAL DETAILS

SECOND LEVEL EDUCATION (Name of school/college not required. Documentary evidence of qualifications will be required from the successful candidate.)		
Level of Examination	Subject obtained/to be taken	Grade

EDUCATION & QUALIFICATIONS

FURTHER, HIGHER AND PROFESSIONAL EDUCATION (IF APPLICABLE)		
University or College attended	Subjects	Qualifications obtained with classification

EDUCATIONAL QUALIFICATIONS

SUITABILITY (ESSENTIAL & DESIRABLE CRITERIA)

Please outline below how you feel you meet the **essential criteria** listed in the Personnel Specification. *Ensure that your information fits inside the boxes provided on this form.* (You may continue on one side of an additional A4 sheet if necessary.)

ESSENTIAL CRITERIA 1 & 2 from Personnel Specification (Qualifications and Experience)

- 1) NVQ Level 2 in Food preparation and cooking/Hygiene Certificate or City & Guilds 706-1 & 706-2 or equivalent or higher relevant qualification* **OR**
- 2) Two years' experience of food preparation and cooking within a catering establishment producing nutritionally balanced meals.

*Higher qualification is defined as Level 3 or Level 4

DESIRABLE CRITERIA 1–3 from Personnel Specification (Qualifications and Experience)

- 1) Hold a bakery qualification; **AND/OR**
- 2) Hold an Intermediate Hygiene Certificate; **AND/OR**
- 3) Have experience in kitchen organisation and staff supervision.

CHILD PROTECTION

Please note that this post may be a 'regulated position' as defined under POCVA (NI) Order 2003.

Is there any reason as to why you would not be suitable to work with children/young people in an educational institution? YES NO

If 'Yes' please provide reason

Please provide information below to explain any gaps in your employment history.

REFERENCES

The names of two referees should be supplied. They may be from your school, college or employment, at least one should be from your current/most recent employer. References should not be supplied by relatives. Testimonials should not be submitted.

Referee 1

Name

Organisation

Position

Address

.....

.....

Telephone

Contact prior to interview? YES NO

Referee 1

Name

Organisation

Position

Address

.....

.....

Telephone

Contact prior to interview? YES NO

DECLARATION

DECLARATION (Canvassing/Declaration/Consent/Data Protection)

I hereby certify and declare that:

- (a) I declare that I have not canvassed in any way and that the information contained in this form is true and accurate.
- (b) I understand this post is exempt from the provisions of the Rehabilitation of Offenders (NI) Order of 1978 by virtue of the Rehabilitation of Offenders (Exemptions) (NI) order of 1979 and (Exemptions Amendment) Order (Northern Ireland) 1987. In the event of my application being successful, I consent to a check being made with the Police Service for Northern Ireland to determine if there is any record of convictions, cautions or bind-overs against me.
- (c) The information on this form and equal opportunity questionnaire is required by the College for the purpose of processing your application. The information is covered by the provisions of the Data Protection Act 1998. Your signature to this form is deemed to be authorisation by you to allow the College to process and retain the information for the purpose(s) stated.

Signed _____ Date _____

OUR ADDRESS

Please return all completed information to:

FAO Human Resources Manager
Hazelwood Integrated College
70 Whitewell Road
Newtownabbey
Co. Antrim
BT36 7ES

Telephone: 028 9077 4202

Email: hrdept@hazelwood.belfast.ni.sch.uk

Fax: 028 9077 7989

Website: www.hazelwoodcollege.co.uk

Please don't forget to download and fill in the Equal Opportunities Monitoring Form and include it with your application.