

Ref: \_\_\_\_\_

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



# APPLICATION FOR EMPLOYMENT

## POST: KITCHEN ASSISTANT

| Surname          |  | Forename(s) |  |
|------------------|--|-------------|--|
| Present Address  |  |             |  |
| Postcode         |  |             |  |
| Telephone (home) |  | (work)      |  |
| (mobile)         |  | (email)     |  |

**PERSONAL DETAILS**

| <b>SECOND LEVEL EDUCATION</b> (name of school/college not required) |                              |       |
|---|------------------------------|-------|
| Level of Examination  | Subject obtained/to be taken | Grade |
|   |                              |       |
|   |                              |       |
|   |                              |       |
|   |                              |       |
|   |                              |       |
|   |                              |       |
|   |                              |       |
|   |                              |       |
|   |                              |       |

**EDUCATION & QUALIFICATIONS**

| <b>FURTHER, HIGHER AND PROFESSIONAL EDUCATION</b> |          |   |
|---|----------|---|
| University or College attended                    | Subjects | Qualifications obtained with classification |
|   |          |   |
|   |          |   |
|   |          |   |
|   |          |   |
|   |          |   |
|   |          |   |
|   |          |   |
|   |          |   |
|   |          |   |
|   |          |   |

**EDUCATIONAL QUALIFICATIONS**

| MEMBERSHIP OF PROFESSIONAL BODIES | Name of Professional Body | Qualification/Membership Status<br>(please indicate if obtained by examination) | Date Obtained |
|-----------------------------------|---------------------------|---|---------------|
|                                   |                           |   |               |

*Please give details of employment in chronological reverse order starting with current position*

| EMPLOYMENT HISTORY | Name and address of employer | Post held<br>(detail if more than one in same employment) | Annual salary/<br>Weekly wage | Dates |    |
|--------------------|------------------------------|---|-------------------------------|-------|----|
|                    |                              |   |                               | From  | To |
|                    |                              |   |                               |       |    |
|                    |                              |   |                               |       |    |
|                    |                              |   |                               |       |    |
|                    |                              |   |                               |       |    |

Indicate reasons for wishing to leave current post

What notice is required to terminate your present employment?

If appointed, when could you commence work?

May we ask your present and past employers for a reference if required?    YES     NO

## SUITABILITY

Please outline below how you feel you meet the essential and desirable criteria listed below. *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: Education & Qualifications

Minimum of Level 2 Food Hygiene Certificate (or equivalent or higher)

### DESIRABLE: Relevant Experience

Experience of working in a school meals kitchen or similar catering establishment where food is prepared, cooked and served.

### DESIRABLE: Knowledge & Skills

Health & Safety and hygiene procedures in a catering environment.

Food nutrition, and providing food to meet special dietary requirements.

### DESIRABLE: Personal Qualities/Interpersonal Skills

Effective communication and interpersonal skills, including the ability to communicate and take instruction.

Ability to use own initiative and to work under pressure to meet deadlines.

Ability to work individually and as part of a team.

Flexible approach to work, and willing to carry out instructions.

**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.

| <b>Referee 1</b>   | <b>Referee 2</b>   |
|--|--|
| Name   | Name   |
| Organisation   | Organisation   |
| Position   | Position   |
| Address  | Address  |
| Email  | Email  |
| Telephone  | Telephone  |
| Contact prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/> | Contact prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/> |

**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 Department  
 Hazelwood Integrated College  
 70 Whitewell Road  
 Newtownabbey  
 Co. Antrim BT36 7ES

Telephone: 028 9077 4202  
 Email: hrdept@hazelwood.belfast.ni.sch.uk

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

Fax: 028 9077 7989  
 Website: www.hazelwoodcollege.co.uk