



Dublin • Sligo

STAFF APPLICATION FORM

APPLICATION FOR THE POSITION OF: _____

SURNAME: _____ **FIRST NAME:** _____

ADDRESS: _____

CONTACT TELEPHONE NO. _____

PRSI NO. _____

How did you hear about the position? _____

EDUCATION AND TRAINING

| Schools/Colleges Attended | Dates | Examinations Taken | Results |
|---|---------|--------------------|---------|
| 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 most recent employer and work backwards. N.B. it is important that all previous employment is included:

| Name and Address of Employer | Position Held Dates | Main Duties/Reason For Leaving |
|------------------------------|---------------------|--------------------------------|
| | | |

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

| |
|--|
| |
| |

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: _____

Company Name: _____

Company Address: _____

Telephone No. _____

Name & Occupation: _____

Company Name: _____

Company Address: _____

Telephone No. _____

HOBBIES AND INTERESTS:

| |
|--|
| |
| |
| |
| |

OTHER INFORMATION

Have you ever been convicted of a Criminal Offence Yes No
If yes please give details on separate sheet.

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 the position you have applied for? Yes No

I consent to an examination on behalf of The Mespil Hotel, conducted by the Company
Doctor

Signature: _____

The Lee Hotel Group wholeheartedly supports the principle of equal opportunities
in employment. It opposes any forms of discrimination on the grounds of colour,
race, nationality, sexual orientation, ethnic or national origin, religion, gender,
marital status, age or disability. Lee Hotels commitment to implementing equal
opportunities is reflected in its policies, practices, and procedures.

I confirm that the above information is correct to the best of my knowledge. I understand
that deliberate omissions or misinterpretation 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: _____