



## **Employment Application Form**

*Please read the following points before completing application form.*

- Please read the job description before completing this form.
- All information on this form will be treated in confidence and will only be used to assess your suitability for the job applied for.
- Failure to complete this application form correctly and in full will lead to your application not being processed further.
- Due to the high number of applications anticipated, Aquarium Exploris will only notify successful candidates.
- A reserve list may be compiled for any future vacancies within a nine-month period.

**Job Applied for:**

**(if applying for more than one job, please enter all jobs above)**

**Surname:**

**Forename/s:**

**Address:**

**Post Code:**

**Home Tel Number**

**Mobile Number**

If Any

**Email Address**

**National Insurance Number:**

Do we need to be aware of any reasonable adjustments in order to facilitate your attendance at interview?

**Yes/No**

**If Yes, please give details:**

**Qualifications:**

Exam type (GCSE/A Level etc.)	Date Taken	Subject	Grade

Verification of the above qualifications will be sought at Job offer stage.

Please include any other information i.e. Training courses etc.

Subject	Date Completed



### Employment History

The following section must be completed in full. Starting with your most recent employer. Incomplete areas may result in your application not being processed any further.

Name and address of employer	From (Month/Year)	To (Month/Year)	Position and responsibilities	Reason for Leaving

Continue on a separate sheet if required.

### Gaps in Employment

Please detail below any gaps in your employment history, including any periods of unemployment and volunteering etc.

Date	Reason for Gap

### References

Please include the following details of two previous employers from whom a reference may be obtained. Please include your most recent employer.

Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Tel No.	<input type="text"/>	Tel No.	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Occupation:	<input type="text"/>	Occupation:	<input type="text"/>

### Additional Information in Support of Application.

In this section please demonstrate how you meet the essential and desirable skills, experience and qualifications as detailed in the job description. (Continue on a separate sheet if required) If applying for more than one job, the info below must be included for each job.



### Criminal Record Declaration

Have you ever been convicted of a criminal offence?

Yes/No

If yes, please give details and dates of each conviction which is not spent together with details of any penalties imposed.

### Salary and Notice Period

Present Salary

Notice Required

*From current employer*

### Availability for work:

*Please detail below your regular availability:*

<b>Day</b>	<b>AM</b>	<b>PM</b>	<b>Evening</b>
<i>Monday</i>			
<i>Tuesday</i>			
<i>Wednesday</i>			
<i>Thursday</i>			
<i>Friday</i>			
<i>Saturday</i>			
<i>Sunday</i>			



## Application Declaration

Before submitting your application please read it carefully. If you omit information we have asked for, we will not consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application could lead to disciplinary action or in some circumstances legal action against you. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading my employment may be terminated without notice. I understand too that an enhanced disclosure check may be sought in the event of my application being successful.

I have read and understood the declaration.

Signed:

Date:

Please Post or deliver completed application form by the closing date to;

Careers Department  
Exploris Aquarium  
The Rope Walk  
Castle St  
Portaferry  
BT22 1NZ

Or Email – [info@explorisni.com](mailto:info@explorisni.com)