

Job Title	Relief Catering Assistant	Job Ref.	RCA1/26
Contract Type	Relief – As and when	Closing Date	Friday 30 th January 2026 – 12.00 pm

Personal Details

Surname	
First Names	
Title	
Address	
Town	
County	
Postcode	
Home Telephone	
Mobile Telephone	
Email Address	
UK National Insurance No.	

Additional Personal Information

Do you have a valid driving licence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you need special arrangements to enable you to attend for interview?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please give details below:		

Do you need a work permit to take up employment in the UK?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for an employer to take on an individual who does not have the right to work in the UK. You will be asked to confirm that you are authorised to work in the UK and produce any necessary documentary evidence.</p>		

QUALIFICATIONS AND TRAINING

Secondary Education

Name of School	Dates		Examinations / Subjects Passed	Grade and Year Attained
	From	To		

Further/Higher Education

Name of College/University	Dates		Examinations / Subjects Passed	Grade and Year Attained
	From	To		

Professional and Vocational Qualifications

Name of Establishment/Institute	Dates		Examinations / Subjects Passed	Grade and Year Attained
	From	To		

Other Relevant Training Courses Attended (short courses/workplace training)

Course Title	Dates		Examinations / Subjects Passed	Grade and Year Attained
	From	To		

Membership of Professional Bodies

(If a professional registration is not required then go to Employment History)

If you are registered then please enter the relevant details below:			
Name of Professional Body	Membership/Registration Type	Membership/Registration Number	Expiry/Renewal Date

If you are applying for a post that requires professional registration you are required to provide the following information:

Are you currently subject of a fitness to practice investigation or proceedings by a licensing or regulatory body in the UK or in any other country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been removed from the register or have conditions been made on your registration by a fitness to practise committee or the licensing or regulatory body in the UK or in any other country?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Employment History

Please record below the details of your current or most recent employer

Employer Name			
Address			
Type of Business		Telephone	
Job Title			
Start Date		End Date	
Salary/Grade		Notice Period	
Reason for leaving (if applicable)			
Description of your duties and responsibilities			

Previous Employment

(in date order, most recent first)

Employer's Name and Nature of Business	Dates		Position Held	Salary	Reason For Leaving
	From	To			

Please give details of any gaps in your employment history

Supportive Information

Please demonstrate how you meet each of the essential criteria requirements for this position including relevant experience and examples. (attach additional pages if needed)

References

Please give details of two referees **who have already consented** to be approached for a reference on your behalf, one of who should be your present or most recent employer(s). **Relative and friends should not be given as referees**

Referee 1

Name			
Address			
Post Code		Telephone No.	
Email Address			
Job Title		Capacity in which known	

Referee 2

Name			
Address			
Post Code		Telephone No.	
Email Address			
Job Title		Capacity in which known	

Rehabilitation of Offenders (NI) Order 1979

This post is exempt from the provision of Section 4 (2) of rehabilitation of Offenders Act by a Exemption Order. Therefore applicants are not entitled to withhold information about convictions which for other purposes under the act are "spent". Failure to disclose any such conviction could result in dismissal or disciplinary action.

Do you have any convictions that are not "protected" as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014? ☐ Yes ☐ No

If YES, please provide details:

A copy of the Foyle Hospice Policy on 'Recruitment of Ex-Offenders' is accessible either upon request from the HR Department or via the Foyle Hospice Website www.foylehospice.com/who-we-are/terms-policies

*It should be noted that disclosure of a conviction does not necessarily debar you from employment
NB. Failure to complete this form may result in your application not being shortlisted.*

The post you have applied for may be considered as regulated activity. Is there any reason you **cannot** work in a regulated activity? (*Regulated Activity is an activity that you must not do if you are barred from working with children or vulnerable adults*)

☐ Yes ☐ No

If YES, please provide details:

Data Protection

I consent to my data being held and processed by Foyle Hospice in accordance with the Data Protection Act 1998 and General Data Protection Regulation 2018. If I am not offered employment, I understand that my data will be held by the organisation for a period of 12 months and then securely destroyed if it is no longer required for future vacancies.

Declaration

I declare that the information contained in this form is true and complete. I understand that if it is subsequently discovered that any statement is false and misleading, the Hospice has the right to dismiss me summarily from my appointment.

I understand that canvassing will disqualify me and that any offer of appointment will be subject to satisfactory references, medical screening and/or examination and a satisfactory probationary period.

I also understand that appointment may be subject to the satisfactory completion of either a Basic or an Enhanced AccessNI security disclosure, full details of the AccessNI Code of Practice and Privacy Policy are available online www.nidirect.gov.uk/publications/accessni-code-practice and www.justice-ni.gov.uk/publications/ani-privacy or upon request from the HR Department. A copy of the Foyle Hospice Policy on the Handling, Storage and Disposal of Disclosure Information can be found via the Foyle Hospice Website www.foylehospice.com/who-we-are/terms-policies or upon request from the HR Department.

Signature:- _____ Date:- _____



By ticking this box you are electronically signing the above declaration

MONITORING QUESTIONNAIRE**Introduction:**

We are an equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job. Shortlisting and selection panels do not have access to this information at any stage of the recruitment process. This information is treated in the strictest confidence and is for monitoring/statistical purposes only.

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

Community Background:

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Shortlisting and Selection Panels do not have access to this information at any stage of the recruitment process. This information is treated in the strictest confidence and is for monitoring/statistical purposes only.

Please indicate the community to which you belong by ticking the appropriate box below:

I am a member of the Protestant Community: ☐

I am a member of the Roman Catholic Community: ☐

I am not a member of either the Protestant or the Roman Catholic Communities: ☐

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

Sex:**Please indicate your sex by ticking the appropriate box below:**

Male: ☐

Female: ☐

Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.