

# APPLICATION FORM

Position Applied for:

## Bar Manager



### Candidate Guidance

Please complete this form legibly and return it on or before **Friday 31<sup>st</sup> March 2017** before 4.00pm to Sinead Mullan (Club Secretary). Email [secretary.stgalls.antrim@gaa.ie](mailto:secretary.stgalls.antrim@gaa.ie)

Late applications will not be considered.

ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. Curriculum vitae will not be accepted.

Candidates must outline clearly how their qualifications and experience meet both the essential and desirable criteria. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

### APPLICANT DETAILS

Surname:

Telephone number (Home):

Forenames:

Telephone number (Mobile)

Telephone number (Work):

Address:

Email:

Postcode:

Do you have the right to work in the UK?

Yes

No

*Note: Naomh Gall will require proof of this right before an offer of employment can be confirmed - eg Birth Certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996*

Do you have a clean, current driving licence?

Yes

No

Have you a car/ access to a car for business use?

Yes

No

### 1. YOUR QUALIFICATIONS

<b>Level</b> <i>(e.g. GCSE / Degree)</i>	<b>Subject / name of course</b>	<b>Grade attained</b>

### 2. YOUR MEMBERSHIP OF PROFESSIONAL BODIES

<b>Name of professional body</b>	<b>Grade of membership</b>

### 3. TRAINING

Details of training courses attended and awards achieved, including dates, if appropriate

<b>Training Course</b>	<b>Award</b>	<b>Date</b>

#### 4. YOUR EMPLOYMENT HISTORY

List your previous employers in reverse order, starting with your current or last employer.

Employer's name & address	Dates of employment	Job title & main duties	Final salary & reason for leaving



**Criterion 4**

Experience of delivering work on-budget and to effectively manage costs.  
Please demonstrate how you meet this criterion

**Criterion 5**

Experience of social media with regard to promotion of the business; and use of Till Software.  
Please demonstrate how you meet this criterion

**Criterion 6**

Experience of inducting and training staff.  
Please demonstrate how you meet this criterion

**Criterion 7**

Understand and be able to apply Health and Safety obligations.

Please demonstrate how you meet this criterion

**Criterion 8**

Demonstrate experience of successfully organising in-house events.

Please demonstrate how you meet this criterion

**Criterion 9**

Ability to plan ahead and pre-empt need.

Please demonstrate how you meet this criterion

**DESIRABLE CRITERIA**

**Criterion 1**

Previous experience as a Manager. Please demonstrate how you meet this criterion

**Criterion 2**

Computer literacy and proficiency in MS Office; word and data processing; spreadsheets.

Please demonstrate how you meet this criterion

## 6. YOUR REFERENCES

List the names and contact details of two persons who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for this post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

<b>First referee</b>	<b>Second referee</b>
Name:	Name:
Address:	Address:
E-mail:	E-mail:
Telephone:	Telephone:
Relationship to you:	Relationship to you:

## 7. SPECIAL REQUIREMENTS

Please inform us about any special arrangements or adjustments that you may need us to put in place for you in the event that we invite you to interview. This will help us to help you. If, instead, you would prefer to discuss this with us, please telephone Sinead Mullan, 07926795384 as soon as possible.

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## 8. DECLARATION

I declare that the information I gave here is correct. I understand that I risk having a job offer revoked or my employment terminated if it is later discovered that I deliberately gave false information here with the intention of deceiving you.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**Note: CRIMINAL DECLARATION**

The post for which you are applying is a **Regulated Activity Position** as defined by the **Safeguarding Vulnerable Groups (NI) Order 2007** and also **falls within the definition of an 'excepted' position** as provided by the **Rehabilitation of Offenders (Exceptions) Order (NI) 1979**. If you are short-listed for interview you will therefore be asked to provide details of **ALL** convictions including **SPENT** convictions which **MUST** be disclosed and will be subject to verification. Having a conviction will not necessarily debar your application from being considered.



## Appendix 1A

**JOB DESCRIPTION****JOB TITLE: BAR MANAGER****PLACE OF WORK:**

**SCOPE/PURPOSE OF JOB:** To direct, control and organise all staff in co-operation with key personnel to ensure the efficient running of the establishment in accordance with the policy laid down by the Club.

**MAIN DUTIES:**

1. Staff training/developing of all staff; staff transport; setting up a staff rota.
2. Organise, control and direct all the staff in selling, presentation and service so as to ensure maximum customer satisfaction, including selling and serving alcoholic beverages to the members and guests.
3. Implement licensing laws and customs/excise regulations.
4. Responsible for security and control of all beverages and stocks.
5. Account for all cash/cheques received and paid out, security at all points and lodgements.
6. Control and care of all equipment, furnishing and fittings.
7. Stock-take/assist with stock-take.
8. Responsible for general security and cleaning of the establishment.
9. Record/report all fires, accidents to the necessary party (parties).
10. Deal tactfully with any complaints.
11. Maintain stock levels as established.
12. Order goods from agreed suppliers.
13. Ensure systematic methods of receiving stock and recording.
14. Issue stock in an agreed and systematic manner.
15. Ensure that empties/cases are stocked properly and that these are returned with minimum losses.
16. Ensure stock is rotated properly, so that beers/kegs arrive in bar(s) in fresh condition.
17. Keep store area(s) clean and tidy.
18. Responsible for all keys of establishment.
19. Co-ordinate the work of all bars.
20. Pay wages/accounts etc (where appropriate).
21. Organise arrangements for bands / cabaret artist(s).
22. Take action regarding security.
23. Display of Price Lists.
24. Implement Food Hygiene/Health and Safety or other relevant legislation
  - Ensure that reasonable care is taken for the health and safety of yourself, other employees, customers, and any other persons on the premises.
  - Observe all safety rules and procedures.
  - Ensure that all equipment and materials are not left in a dangerous state.
  - Ensure that company policy and procedures are implemented.
  - Maintain high standard of hygiene and take any action that is necessary.
  - Ensure that working methods are safe and regularly checked.
  - Maintain a system of safety/hazard inspections.

