

APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL - Please complete in BLOCK CAPITALS

Job Ref:

Applicant Ref No:

Position applied for:

Closing date:

PART A - PARTICULARS:

Mr/Mrs/Ms/Miss

Forenames:

Surname:

Address:

National Ins No:

Postcode:

Date of Birth:

Tel no:

Age:

E.Mail:

PART C: EMPLOYMENT HISTORY:

Present Employer:	Date Started	Rate of Pay	Position Held	Reason for Wishing to Leave	
Previous Employment:	Dates		Rate of Pay	Position Held/Main Duties	Reason for Leaving
	From	To			

PART D: HEALTH

(A)
Do you have any health problems ?
If **YES** please give further information

YES ☐ NO ☐

(B)
Have you ever suffered from any serious illness or had any major operation?
If **YES** please give details

YES ☐ NO ☐

If you have answered **YES** to either of the above, are there any special requirements you would need in order to carry out your job within the company?

We are willing to try and comply with any requirements that can be practically implemented, **as long as we are made aware at this stage.**

PART E: SUPPLEMENTARY INFORMATION

Are you willing to work overtime and weekends when required?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been convicted of a criminal offence? (Do not include spent convictions under the Rehabilitation of Offenders Legislation) If <u>YES</u> please give further information	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please give details of spare time interests/hobbies etc	
Do you have a current full UK driving licence? (Please provide Licence No.) Licence No:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does your licence have any endorsements? If <u>YES</u> please give details.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been refused motor vehicle insurance or had a policy cancelled? If <u>YES</u> , please give details.	YES <input type="checkbox"/> NO <input type="checkbox"/>

Please supply a photocopy of your licence with this application. **(Compulsory)**

PLEASE PROVIDE TWO REFEREES

Name:

Address:

Tel No:

Email:

Position/ Relationship

Name:

Address:

Tel No:

Email:

Position/ Relationship

Employee/Applicant Monitoring Questionnaire

MONITORING QUESTIONNAIRE

PRIVATE AND CONFIDENTIAL

Ref No:

We are an Equal Opportunities Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the fair employment and treatment (NI) order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Roman Catholic or Protestant. We are therefore asking you to indicate your community background 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 a member of neither the Protestant nor Roman Catholic community ☐

Please indicate whether you are: Female ☐ Male ☐

If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on file/application form.

Note: It is a criminal offence under the legislation for a person to “give false information in connection with the preparation of the monitoring return”