



**FURTHER AND HIGHER EDUCATION:** Please give details of all further and higher education since leaving school including training courses and details of qualifications.

University/College/ Institute Attended	Dates		Subjects Studied Type of Training	Qualifications Obtained
	From	To		

**PROFESSIONAL ASSOCIATIONS:** Please state whether you are a member of any technical or professional association, and if so, which:

**FOREIGN LANGUAGES:** Please list any foreign languages you speak and your level of competence, both oral and written:

**C. EMPLOYMENT HISTORY** (*You may use your CV to provide this information*)

Name(s) and Address(es) of Employer(s)	Dates		Position Held/ Main Duties	Starting/ Leaving Salary	Reason for Leaving
	From	To			

**D. SUPPLEMENTARY INFORMATION**

Please give details of any experience, skill or achievements which you feel may be relevant in your application for employment. (Continue on separate sheet if necessary).

Please give dates of any holidays arranged:

Are you currently subject to any contractual "restraints of trade" clauses? Yes / No

If Yes, please give further information:

Do you have any commitments which might limit your working hours? Yes / No

If Yes, please give details:

Are you willing to work overtime and weekends when required? Yes / No

Have you ever been convicted of a criminal offence: (which is not a spent conviction under the Rehabilitation of Offenders Act 1974 as modified by the Legal Aid, Sentencing and Punishment Act 2012)? Yes / No

If Yes, please give further information:

Salary Range Expected:

How much notice are you required to give to leave your present employment?

Have you worked for us before? Yes / No

If Yes, give details of reason for leaving:

Do you have a current full driving licence? Yes / No

Does your licence have any current endorsements? Yes / No

If Yes, please give further information:

## E. REFERENCES

Please give the names and e-mail addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these must normally be a previous employer).

Can we approach your present/most recent employer? Yes / No

(Tick in box if you do not wish your employer to be contacted before an offer of employment is made)

☐

Name, Position, E-Mail Address and Telephone Number	Name, Position, E-Mail Address and Telephone Number

## DECLARATION OF APPLICANT

I confirm that the above information is correct.

I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

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

### Statement of Community Affiliation

The section below asks you to provide information on your community affiliation and gender. We wish to explain why.

We are fair employers. We practice equality of opportunity in employment. We do not discriminate on the grounds of religious belief, gender, political opinion or on any other grounds whatsoever. Most important of all we operate the merit principle, i.e. we select the best person for the job, or promotion/training opportunity.

We wish to show that we are fair employers. We wish to demonstrate - clearly and openly - our commitment to equality of opportunity in employment. We are also now required by law to submit an annual report to the Equality Commission.

To do so we need to monitor the community affiliation and gender of our employees and job applicants and so we are asking you to assist us to do so by indicating which community you belong to and your gender.

This sheet will be held separately by the Organisation and the information on it will NOT be available to staff carrying out recruitment for the position(s) in hand.

**1. Please indicate which community you belong to by ticking the appropriate boxes below:**

☐

**Protestant**

☐

**Roman Catholic**

☐

**Neither Protestant nor Roman Catholic**

**2. Please indicate your gender by ticking the appropriate:**

☐

**Male**

☐

**Female**

All information that you supply will be treated in the strictest confidence and protected from misuse.

It will be used for the purpose of monitoring our Equal Opportunity Policy and the completion of our annual return to the Equality Commission. Please note that it is a criminal offence to supply false or misleading information for monitoring purposes.

When you have completed this statement please return it with your Curriculum Vitae. Please DO NOT put your name anywhere on this form.

Thank you for your co-operation.

## FOR OFFICE USE ONLY

Interviewed by:

Date:

Comments/Areas to Examine:

Decision:

Reject

☐

Further Interview

☐

Accept

☐

(Tick as applicable)

Interviewer's report and reasons for decision:

Rejection letter sent:

Yes / No

**APPOINTMENT RECORD** (To be completed where there has been an offer of employment)

## CONDITIONAL OFFER LETTER

Date sent:

Response:

Acceptance/Refusal/No reply

## REQUESTS FOR REFERENCES

Date sent:

Response:

Good/Satisfactory/No Reply/Suspect/Unsuitable

## MEDICAL/MEDICAL REPORT

Date sent:

Response:

Good/Satisfactory/Suspect/Unsuitable

## RIGHT TO WORK IN U.K.

Appropriate documentary evidence checked.

Starting Date:

Grade:

Job Title:

Starting Salary:

Personnel/Clock Number: