



Personnel Department,  
 14 Andersonstown Road Belfast, BT11 9AJ  
 Tel: (028) 9062 9879 - Fax: (028) 9062 6154

# APPLICATION FOR EMPLOYMENT

*(Please complete legibly)*

Position Applied For: .....

**Personal Details**

Surname:		Forename (s):		Mr: Mrs: Miss:
Address:				
Telephone No:		Date of Birth:	National Insurance No:	
Current Driving Licence?		Details of Endorsements:		

**Educational History**

Schools/Colleges Attended	Qualifications Attained

**Employment History**

From	To	Name & Address of Employer	Job Title	Duties	Rate of Pay	Reason For Leaving

Notice Required In Current Post:

**References:**

Please note here the names and addresses of two persons from whom we may obtain both character and work references.

1.

2.

**Leisure:**

Please note here your leisure interests, sports, hobbies and other pastimes etc.

**Criminal Record:**

Please note any criminal convictions except those "spent" under the Rehabilitation of Offenders Act 1974.  
If none please state.

**Health Details:**

Are you registered Disabled YES / NO  
If YES, state Registration Number

Doctor's Name and Address:

Please list any diseases, disorders or allergies from which you have suffered or do suffer:

Please detail any form of medicine drugs or treatment you are currently and/or regularly receiving.

Please list all absences from work in the past 12 months and the reasons for such absences:

Please state here any other information you feel may be relevant to your application:

**Declaration (Please read this carefully before signing this application)**

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. I hereby give my authority for the organization to contact my own doctor for any further details of my state of health. I agree that the organization reserves the right to require me to undergo a medical examination.

Signed: .....

Date: .....

FOR OFFICE USE ONLY

Interview Date:

Offer Letter: Y / N

Rejection Letter: Y / N

Acceptance: Y / N

References: Y / N

Medical: Y / N

PASS TO ADMIN

DEAD FILE / NEW FILE

## **EQUAL OPPORTUNITY POLICY**

As fair employers we do not discriminate on the grounds of religious belief or political opinion. We operate the merit principle, i.e., we select the best man or woman for the job. To demonstrate our commitment to equality of opportunity we need to monitor the perceived religious affiliation of our employees and job applicants.

We are asking you to help us by indicating your religious affiliation below. The information that you give will be treated in the strictest confidence and protected from misuse. It will be used only for the purpose of monitoring our equality of opportunity policy.

Please indicate your religion by ticking the appropriate box:-

- I am a Protestant
- I am a Roman Catholic
- I am neither a Protestant nor a Roman Catholic

This form will be removed and passed to the Company's Monitoring Officer before the interview stage of the recruitment process.

Ref. No .....