

APPLICATION FOR EMPLOYMENT
CONFIDENTIAL

Position applied for:

PERSONAL DETAILS

Forename	Surname (Mr. Mrs. Miss. Ms.)
Marital Status:	National Insurance Number
Address:	Telephone No:
Postcode:	Home:
	Business:

SECONDARY EDUCATION

Year	Examination	Subjects and Grades

FURTHER EDUCATION

From	To	College/University	Examinations taken and results

PROFESSIONAL QUALIFICATIONS

Date	Qualifications

EMPLOYMENT HISTORY – Start with your present / most recent employer

From-To	Name and Address of Employer	Position Held	Reporting To	Brief Description of Main Duties	Reason for Leaving

Earnings (Per Annum) Last/Present Employer:

TRAINING

Date	Details of Training Courses Attended

Please give brief details of the experience, knowledge skills that you can bring to the post. In doing so, please address each of the criteria listed in the job specification. Please continue on a separate sheet if necessary?

REFEREES:

Please give the names and addresses of two persons who have agreed to act as referees and who have known you for at least two years. At least one referee should have detailed knowledge of your career to date and neither should be a relative.

- 1.
- 2.

DECLARATION:

I hereby declare that the information given in this application is, to the best of my knowledge, true and correct. I also agreed that any misrepresentation by me will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation or liability to the Company other than for services rendered.

Date of availability if an appointment is offered:

Signature

Date;

Employee/Applicant Monitoring Questionnaire

MONITORING QUESTIONNAIRE

Private & Confidential

Ref No:

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

The 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 Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate 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.