

APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

PLEASE COMPLETE IN **BLOCK CAPITALS**

Job Reference Number:	Application Reference Number:
Position applied for:	
How did you hear for this vacancy? (include date)	

A. PERSONAL PARTICULARS

Full name: Mr/Ms/Mrs/Miss	Telephone number (including STD Code)
Address:	Home:
	Mobile:
Email Address:	Business:
	<input type="checkbox"/> (Tick if you do not wish to be contacted at work)
N.I Number:	

Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview.

Do you have the right to work in the United Kingdom? Yes No

B. EDUCATION AND QUALIFICATIONS (CONTINUE ON A SEPARATE SHEET IF NECESSARY)

QUALIFICATIONS: Please give details of examinations and results

Type of School(s) and College(s) attended	Dates From / To	Subject / Courses Studied & Level	Examination Result/ Grade (include any examinations failed)

B. EDUCATION AND QUALIFICATIONS (CONTINUED)

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 From / To	Subjects Studied Type of Training	Qualifications Obtained

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

Please list starting with the most recent, all the organisations for which you have worked:
Please continue on a separate sheet if necessary:

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

D. HEALTH

Are you in good health? Yes No

If No, please give further information:

Do you have any disabilities which may affect your application? Yes No

If Yes, are there any reasonable adjustments, which you feel, should be made to the Recruitment process to assist you in your application for the job?

E. 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). Must be completed

E. SUPPLEMENTARY INFORMATION

Continued...

Please give dates of any holidays arranged:

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

If Yes, please give details:

Are you willing to work overtime when required? Yes No

Have you ever been convicted of a criminal offence: (which is not a spent conviction under the Rehabilitation of Offenders Legislation). 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:

F. REFERENCES

Please give the names and 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:	Name:
Position	Position
Address:	Address:
Telephone Number:	Telephone Number:

DECLARATION OF APPLICANT

I confirm that the above information is correct.

I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

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: _____

FOR OFFICE USE ONLY

INTERVIEW RECORD

Interviewed by: _____ Date: _____

Comments/Areas to Examine: _____

Decision: (Tick as applicable) Reject Further Interview Accept

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:	REQUESTS FOR REFERENCES Date sent:
Response:	Response:
Acceptance/Refusal/No reply	Good/Satisfactory/No Reply/Suspect/Unsuitable
Starting Date:	RIGHT TO WORK IN U.K. Appropriate documentary evidence checked.
Starting Salary:	Job Title:
Grade:	Personnel/Clock Number:Personnel/Clock Number:

S&W EQUAL OPPORTUNITIES MONITORING FORM

CONFIDENTIAL

Reference no: SW

MONITORING QUESTIONNAIRE

GUIDANCE NOTES:

We are an Equal Opportunities Employer. We aim to provide equality of opportunity to all persons regardless of their religious belief; political opinion; sex; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

We do not discriminate against our job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively. In this questionnaire we will ask you to provide us with some personal information about yourself. We are doing this for two reasons.

Firstly, we are doing this to demonstrate our commitment to promoting equality of opportunity in employment. The information that you provide us will assist us to measure the effectiveness of our equal opportunity policies and to develop affirmative or positive action policies.

Secondly, we also monitor the community background and sex of our job applicants and employees in order to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so.

Nevertheless, we encourage you to answer the questions below. Your identity will be kept anonymous and your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any unlawful decisions affecting you, whether in a recruitment exercise or during the course of any employment with us. To protect your privacy, you should not write your name on this questionnaire. The form will carry a unique identification number and only our Monitoring Officer will be able to match this to your name.

COMMUNITY BACKGROUND:

Regardless of whether they actually practice a particular religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Please indicate the community to which you belong 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 not a member of either the Protestant or the Roman Catholic communities:

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

S&W EQUAL OPPORTUNITIES MONITORING FORM

CONFIDENTIAL

Reference no: SW

MONITORING QUESTIONNAIRE (CONTINUED...)

SEX:

Please indicate your sex by ticking the appropriate box below:

Male:

Female:

Note: If you answer these questions about community background and sex you are obliged to do so truthfully, as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.

RACIAL GROUP

Please state your nationality:

My Nationality is:

Please indicate your race or colour or ethnic or national origins:

White

Chinese

Irish Traveller

Indian

Pakistani

Bangladeshi

Black Caribbean

Black African

Black Other

Mixed ethnic group (please state which):

Any other ethnic group (please state which):

DISABILITY

Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long-term effect on his/her ability to carry out normal day to day activities.

Do you consider that you meet this definition of disability? Yes No

If Yes please state the nature of or the effects of your disability

How did you find out about this Position? Please tick appropriate box

Newspaper

Indeed

NI Jobs

Other

If the answer to the above was Newspaper, please indicate which one:

If the answer to the above was Other, please specify: