

APPLICATION FORM

(CONFIDENTIAL)

POSITION APPLIED FOR:

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Do you wish to be considered for any other position?

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Surname:-

Forenames:

Address:-

.....

Daytime Telephone No:-

.....

Evening Telephone No:-

.....

Email Address.....

If you are successful in your application would you require a work permit prior to taking up employment? YES/NO

Please give details of:-

SCHOOL EDUCATION

Name/Address of School	Qualifications obtained



HIGHER EDUCATION

Name/Address College/University	Qualifications obtained

Apprenticeships/Training Courses you have completed and / or other skills which may be relevant to the position you have applied for:

PREVIOUS EMPLOYMENT (Current First)

Name of Employer and Address	Length of service (if less than 2 years)	Position Held and Duties	Salary Wage	Reason for Leaving

Do you hold a current driving licence? YES / NO

If YES, is it Ordinary / P.S.V. / H.G.V. / Other

Do you have any endorsements? YES / NO Detail:

Do you have a Criminal Conviction not regarded as spent under The Rehabilitation of Offenders Act, 1974?

YES / NO Detail:

Are there any adjustments that may be required to be made should you be invited for interview
YES/NO

If offered this position, will you continue to work in any other capacity YES/NO:

If 'Yes' please give details:

Name of Employer

Name of Employer

Contact Number

Contact Number

Hours worked per week Hours worked per week

Please give any other information which would be useful in considering your application:

How did you hear about this vacancy?

Have you applied for any previous vacancies with []? YES/NO
Are you related to a [] Employee ? YES/NO
Are you currently working? YES/NO

If offered employment how much notice are you required to give?

REFERENCES

Please give below the names and addresses of two referees (where appropriate one should be from your present or last employer) No current employer's reference will be taken without your prior consent.

1)	2)
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Recruitment Policy

It is the company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees, including promotion and training and not to discriminate against any person because of age, race, colour, national origin, sex, marital status, sexual orientation, religion or belief, or disability.

References

I authorise the company to obtain references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving and receiving information. I accept that any offer made is subject to the receipt of references that are satisfactory to the Company. I also accept that this offer is made subject to any medical assessment required.

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give use will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime to protect public funds or in other ways as permitted by law.

By signing the application form you consent to the processing of personal data and sensitive personal data in accordance with our registration with the Information Commissioner

Declaration

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal. I also accept that it is my personal responsibility to notify the Company of any employment I accept other than the position for which I am employed and to declare on a weekly basis the actual hours worked.

Signature:

Date: