

***56 Craigmore Road,***

***Ringsend,***

***Garvagh,***

***BT51 5HF***

**Tel: 028 7086 8844**

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APPLICATION FORM

FULL & PART TIME EMPLOYEES

PRIVATE & CONFIDENTIAL

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| *For Office Use Only* |
| **Name:** |
| **Branch: Garvagh**  |
| **Ref No: MA/10/17/** |

#### APPLICATION FOR EMPLOYMENT

#### PRIVATE & CONFIDENTIAL

Please complete thoroughly and fill in all information in **black** ink and **block** capitals. Incomplete application forms will be rejected at short-listing stage.

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference No:** | MA/10/17 | **To be returned by:** | 08/11/17 |
| **Position applied for: Plant Maintenance Fitter** | **Full Time Part-time**  |

#### PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
| Mr / Mrs / Miss / MsPlease delete as appropriate | First Names: | Surname (Block Letters): |
| Maiden name or names previously known by:  | National Ins. No.: |
| Home Address:Home/ Mobile/Work Telephone Number (s):  |
| E-mail Address: |
| Current Driving Licence: YES / NO | Own Transport: YES / NO |
| Currently Employed: YES / NO | Notice Required:  |
|  | Potential Start Date:  |

#### EDUCATION

|  |  |  |
| --- | --- | --- |
| Dates | Type of school attended, e.g. Grammar / Secondary (Do not name school attended) | Examinations taken, results obtained,subjects passed, scholarships and prizes |
| From | To |
|  |  |  |  |

#### FURTHER EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Name of College, University | Subjects studied | Examinations taken, results obtained,subjects passed, scholarships and prizes |
| From | To |
|  |  |  |  |  |

#### EMPLOYMENT HISTORY

Please list all your work history since completing full-time education, beginning with your present or most recent position.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Name of employer, address, and nature of business | Position held and wage | Reason forleaving |
| From | To |
|  |  |  |  |  |

Please continue on a separate sheet if necessary

N.B. - All gaps in employment history must be accounted for

#### REFERENCES

Please give the names of two referees, (not relatives) both of whom should be familiar with your work, one of which should normally be your current/or most recent employer and the other a previous employer.

|  |  |
| --- | --- |
| Name:Address:Tel. No.:Occupation:Do we have your permission to contact this referee:* At any time \*Y / N
* Only when a provisional job offer has been made

 \*Y / N\* Please delete as appropriate | Name:Address:Tel. No.:Occupation:Do we have your permission to contact this referee:* At any time \*Y / N
* Only when a provisional job offer has been made

 \*Y / N\* Please delete as appropriate |
| In line with the Asylum & Immigration Act 1996, applicants must be eligible to live and work in the UK without restrictions. Do you have the right to take up employment in the United Kingdom? YES/NODo you require a Work Permit or Workers Registration? YES/NOIf yes please provide details. |
| Have you ever been employed by Coleraine Skip Hire & Recycling Limited T/A RiverRidge Recycling before? (If Yes please give details) YES/NO  |
| **Next of Kin** Name: Relationship:Address:Home Telephone: Mobile Telephone: |

#### ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

|  |
| --- |
| The information provided in this section will be used to assess your application at the short listing stage therefore you must demonstrate how your skills and experience meet the essential and desirable criteria specified in the advertisement or the information contained within the Application Pack, where applicable. |

**Please continue on a separate sheet if necessary**.

|  |
| --- |
| Please use this section to detail any hobbies or interests you have and any other information which you feel is relevant in support of your application: |

|  |
| --- |
| Please give the dates, if applicable, of any holiday commitments or dates not available for interview:**From:** ……. /……. /……. **To:** ……. /……. /…….**From:** ……. /……. /……. **To:** ……. /……. /……. |
| Do you require any special arrangements to be made to assist you if called for interview? If yes please provide details. |

A candidate found to have knowingly given false information or to have wilfully suppressed any material fact will be liable to disqualification, or, if appointed, to dismissal.

Data Protection Act

I understand that the data contained in this application form and the “sensitive personal data” on the attached monitoring form will be retained on file and may be processed by the Company for use in connection with this application for employment, or to comply with any requirement of statutory legislation in order for the Company to comply with its legal obligations, and I hereby agree to any such processing by the Company. The Company will ensure that I am safeguarded against the possible misuse of any personal information about me that is kept on file by strictly controlling access and use. Such access and use will be in compliance with the Data Protection legislation and will be on a “need to know” basis only.

I declare that to the best of my knowledge and belief all the foregoing statements are true and complete.

Signature of applicant: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CANVASSING WILL DISQUALIFY**

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

PRIVATE AND CONFIDENTIAL

|  |  |
| --- | --- |
| Reference No: | MA/10/17 |

EQUALITY OF OPPORTUNITY

***N.B. - This form is regarded as part of your application and failure to complete and return it will***

***result in disqualification.***

We are an Equal Opportunities Employer. We do not discriminate on grounds of age, perceived religious or political affiliation, sex, marital status, disability, colour, sexual orientation, race or ethnic origin. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community of our employees, and applicants, as required by the Fair Employment (N.I.) Order 1998.

We are therefore asking you to give us extra information which will be treated in the strictest confidence, and used for monitoring purposes only. This extra form will not be filed with other details, as given on your application form.

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.

Whether or not you are from Northern Ireland, you should answer the question below by indicating which community or religious background you might be perceived to come from. Even if you no longer practice any religion, the aforementioned legislation still obliges us to classify your perceived community background/religious affiliation, in order to monitor the effectiveness of our policy on equality of opportunity.

We are therefore asking you to indicate your community background by ticking the appropriate box.

Section A

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 the Roman Catholic Community [ ]

Section B

I am a Male [ ]

I am a Female [ ]

**Section C**

Please tick as appropriate: -

White Pakistani Indian Chinese Black – Caribbean

Bangladeshi Black – African Irish Traveller Other

**Section D**

Date of birth: (i.e. DD/MM/YY) **\_\_\_\_\_\_\_\_\_\_\_**

**N.B. - It is a criminal offence under the legislation for a person to ‘give false information in connection with the preparation of the monitoring return’.**

Have you ever been convicted of a criminal offence, other than a spent conviction under the **Rehabilitation of Offenders Act 1974**? YES/NO

If Yes please give details below: