



***56 Craigmore Road,
Ringsend,
Garvagh,
BT51 5HF***

Tel: 028 7086 8844

APPLICATION FORM

FULL & PART TIME EMPLOYEES

PRIVATE & CONFIDENTIAL

<i>For Office Use Only</i>
Name:
Branch:
Ref No: BH/06/16

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:	BH/06/16	To be returned by:	5.00pm on 15 th June 2016
Position applied for: Bin Helper		Full Time <input type="checkbox"/>	Part-time <input type="checkbox"/>

PERSONAL DETAILS

Mr / Mrs / Miss / Ms Please 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	Currently Employed:
Licence Categories:		Notice Required:
Own Transport:	YES / NO	Potential Start Date:
Current Salary:		Salary Expectations:

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 for the last 3 years, beginning with your present or most recent position AND any other experience which you feel has specific relevance beyond 3 years.

Dates		Name of employer, address, and nature of business	Position held and wage	Reason for leaving
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:	Name:
Address:	Address:
Tel. No.:	Tel. No.:
Occupation:	Occupation:
Do we have your permission to contact this referee:	Do we have your permission to contact this referee:
• At any time *Y / N	• At any time *Y / N
• Only when a provisional job offer has been made *Y / N	• Only when a provisional job offer has been made *Y / N
* Please delete as appropriate	* 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/NO
Do you require a Work Permit or Workers Registration?	YES/NO
If 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
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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 below what qualities, attributes and skills you could bring to Riverridge Recycling using examples from your past experience.

Essential Criteria

- Previous experience of multi-drop and multi-collection

- Good numeracy / literacy and interpersonal skills

- Sound geographical knowledge of Northern Ireland

Desirable Criteria

- Manual Handling / Confined Space / First Aid Training

- Previous experience within a waste management environment

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:

BH/05/16/_____

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 European ☐ Asian (Pakistan, Indian) ☐ Asian (China, SE Asia) ☐ Irish Traveller ☐

Other (please specify) ☐ _____

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: