

APPLICATION FOR EMPLOYMENT

Only those applications which, from the information supplied on this form, appear to meet the advertised criteria will be considered.

Please complete in BLACK INK using BLOCK CAPITALS

Position applied for _____ Closing date 12 noon on _____

Surname _____ Forename(s) _____ Title _____

Address _____

_____ Postcode _____

Telephone no: Home _____ Business _____ Date of Birth _____

National Insurance No: _____ EU National? Yes No
(NB: ISLE OF MAN IS NOT PART OF THE EU)

Have you a current driving licence?

Yes No

Type:

Private PSV HGV

Is your licence endorsed?

Yes No

DETAILS OF EDUCATION

(Documentary evidence of qualification will be required from the successful candidate where appropriate)

SCHOOLS AND COLLEGES ATTENDED	FROM	TO	EXAMINATIONS PASSED & GRADES OBTAINED

PROFESSIONAL QUALIFICATIONS

	QUALIFICATION	DATE AND RESULT
Name of Professional Body		
Details of Membership of Professional Bodies		

PRESENT EMPLOYMENT DETAILS			
Name and address of employer and details of duties	Position	Date Appointed	Current Salary/Wage
		Period of notice	

PREVIOUS EMPLOYMENT DETAILS				
Beginning with the most recent. Where possible, day, month and year should be stated.				
Employer	From	To	Position and nature of duties	Reason for leaving

EXPERIENCE AND TRAINING
Use the following space to give full details of experience and training and any other information which you consider relevant to this application.

HEALTH:
NOTE: It is the responsibility of the job applicant to advise the Company of any medical or other condition which may impact on their ability to perform, or be adversely affected by the duties of the position for which they are applying.

NON EU NATIONALS (INCLUDING ISLE OF MAN APPLICANTS):

Do you hold a current work permit?

 Yes No Not Required

If Yes, please provide details below:

Permit No.: _____ Valid From: _____ Valid To: _____

ANY OTHER RELEVANT INFORMATION:

NOTE: Failure to disclose conviction for criminal offences or any untrue statements made or the provision of misleading information could lead to disqualification of this application or dismissal in the event of employment.

Referees Please give the names and addresses of two referees.

The prior consent of referees must be obtained before using their names.

Name	Address	Position Held

The company reserves the right to take up a reference from your present employer, but will advise a candidate prior to doing so.

References / testimonials should not be submitted with this application form but should be supplied at interview.

DATA PROTECTION

All information that we hold concerning you will be held and processed by the Company strictly in accordance with the provisions of the Data Protection Act.

Your personal information will at all times be kept secure from unauthorised access, loss or destruction and we will not disclose your personal information to anybody unless they reasonably require the information for the purposes for which it was collected. Your information will not be disclosed to anyone outside the Company unless we are required to do so by law.

DECLARATION BY APPLICANT:

I hereby certify that the information supplied by me in this application is correct to the best of my knowledge. I understand that prior to appointment to this post a check for any record of convictions, cautions and bind-overs may be carried out.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

Before posting your application form please ensure you have enclosed:

- This form duly completed and signed
- Completed Equal Opportunities monitoring form (sealed in separate envelope)

And return to: **The Personnel Department**
Macnaughton Blair Ltd
10 Falcon Road
Belfast BT12 6RD