

STANDARD APPLICATION FORM

You must ensure that you complete all sections of the application form and not leave any gaps. If you feel that you have further information, relevant to your application, which you would like us to know, please use a separate sheet of paper.

Personal details

Position applied for		
Name	Forename(s).....	Surname.....	
Address		
		
		
	Postcode.....	NI No.....	
	Landline.....	Mobile.....	

Education

Schools attended.....	Qualifications attained*
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.....
Colleges/Universities attended.....	Qualifications attained*
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.....
.....
*relevant to your work	

Training

Courses attended.....	Qualifications attained*
.....
.....
*relevant to your work	
Please give details of any membership of any technical or professional bodies relevant to your work:.....	
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.....	
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Employment history.

Beginning with your most recent employment please provide details of your previous employment history.

From

Employers name

To

Job title

Duties

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Reason for leaving

From

Employers name

To

Job title

Duties

.....

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Reason for leaving

From

Employers name

To

Job title

Duties

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Reason for leaving

From

Employers name

To

Job title

Duties

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Reason for leaving

Further comments

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If you are currently employed, how much notice do you need to give your employer in order to terminate your employment?

Tell us a little more about yourself. What are your hobbies and interests?:

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Suitability - Why have you applied for this job and why do you feel you would be the preferred candidate?

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References - Please supply two references, preferably from your last two employers. If you do not have two previous employers then you may provide personal references but they must not be from family or close friends.

Company name

Address

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Post code

Referee's name

Company name

Address

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Post code

Referee's name

Are we able to approach the referees for a reference before an offer of employment is made?

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Criminal record

Please provide details of any criminal convictions, except any which are 'spent' in accordance with the Rehabilitation of Offenders Act 1974. If none please state 'none'.

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I confirm that the above information supplied by me is a true, accurate and factual representation. I also declare that any CV submitted with this application is also a true, accurate and factual representation.

I understand that if I have lied or mislead you in any way, any offer of employment will be withdrawn or my employment terminated.

I am aware the details provided will be held in confidence by the Company to enable them to assess the application and to help monitor their recruitment and selection process in compliance with current Data Protection legislation.

Name

Signed Date