

**North Down Group**  
**Unit 7, 27 Blackstaff Road, Kennedy Way Industrial Estate,**  
**Belfast, BT11 9DT**

**APPLICATION FOR EMPLOYMENT**

**PRIVATE & CONFIDENTIAL**

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

<b>Reference No:</b>		<b>To be returned by:</b>	
<b>Position applied for:</b>			

**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	Own Transport: YES / NO	
Currently Employed: YES / NO	Notice Required:	
Have you ever been convicted of a criminal offence, other than a spent conviction under the <b>Rehabilitation of Offenders Act 1974?</b> YES / NO		

**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			

## ADDITIONAL TRAINING / PROFESSIONAL QUALIFICATIONS

Dates		Awarding Body	Course title and content	Result
From	To			

## EMPLOYMENT HISTORY

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

### CURRENT EMPLOYMENT

Dates		Name of employer, address and nature of business	Position and main responsibilities	Starting & leaving salary	Reason for wanting to leave
From	To				

## EMPLOYMENT HISTORY

Please list all your previous work history beginning with your next most recent etc.

Dates		Name of employer, address, and nature of business	Position held and brief details of duties	Reason for leaving and leaving salary
From	To			

Please continue on a separate sheet if necessary, using the same format as above

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

## **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.

## 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 previously been employed by this company? YES/NO	
(If Yes please give details)	
Next of Kin:	Relationship:
Name:	
Address:	
Home Telephone:	Mobile Telephone:

## ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

Please use this space for details of any hobbies/interests, and any other information you consider relevant:

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**