

Paints & Components (Ballymoney) Limited

13a-17 Seymour Street, Ballymoney, Co. Antrim BT53 6JR

APPLICATION FORM

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

Reference No:	TD/05/19	To be returned by:	3.00 p.m. on Fri, 24/05/19
Position applied for: TEMPORARY DRIVER			

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:	

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

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

INFORMATION IN SUPPORT OF YOUR APPLICATION

The information provided in this section will be used to assess your application at the short listing stage, and your answers must demonstrate how your skills and experience meet the essential and desirable criteria specified in the vacancy advertisement.

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.:
Email:	Email:
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 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:	

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.

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

Privacy Notice

The data contained in this application form will only be used for the purpose of progressing this application for employment. The sensitive personal data on the attached monitoring form will only be used to comply with the requirement of statutory legislation.

The company will not share any of the information provided in your application with any third parties for marketing purposes or store any of your information outside the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for. You do not have to provide what we ask for but it might affect your application if you don't.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

Reference No:	TD/05/19/
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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'.