

APPLICATION FOR EMPLOYMENT



POSITION APPLIED FOR

HR Department
187 Ballyconnell Road, Derrylin, Co. Fermanagh,
Northern Ireland, BT92 9GP
t: +44 (0) 28 6774 8866
e: hr@mannokbuild.com

Reference (for internal use only)

Personal Details:

Title (Mr/Ms/Mrs/Miss)	Surname	First Name(s)
Present Address	Next of Kin	Relationship
	Address of next of Kin	
Postcode	Telephone No.	Postcode Telephone No.

National Insurance / PPS No.	Have you got a current licence? YES <input type="radio"/> NO <input type="radio"/>	If yes, type of licence
Do you have any driving convictions? YES <input type="radio"/> NO <input type="radio"/> Please detail		

Prepared to work: <input type="radio"/> Part Time <input type="radio"/> Shift Work <input type="radio"/> Full Time	Available to take up employment from (date)	Wage/Salary Required £ pw/m
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Have you previously applied for a position with our company? YES <input type="radio"/> NO <input type="radio"/> If yes, please give dates and position applied for
How did you learn of this present vacancy?

Education Secondary & Higher

Type of School / college attended	Dates (from - to)	Level and Subject	Grade	Year

(Continue on separate page if necessary)

Fair employment (Northern Ireland) Act 1989 - Monitoring Form

Job reference no. (for internal use only)

This form asks you to provide information from which your perceived religious affiliation can be determined. The following explains why we are fair employers. We do not discriminate on the grounds of religious belief, political opinion, gender, race, disability, or age. We practise equality of opportunity in employment. Most important of all we operate the merit principle; ie. we select the best person for the job or promotion or opportunity in employment. To do this we need to monitor the perceived religious affiliation of our employees and job applicants. Unless we get this information we cannot show openly that we are fair employers. Therefore we are asking you to help us by indicating the community to which you belong. The information that you are asked to supply will be treated in the strictest confidence and protected from misuse. It will be used only for the purpose of monitoring our equality of opportunity in employment policies. The terms of the above information are as recommended by the Government.

I am a member of the Roman Catholic Community

I am a member of the Protestant Community

I am a member of neither the Roman Catholic or the Protestant Community

Are you Male Female

THIS SECTION WILL BE SEPERATED ON RECEIPT - THANK YOU FOR YOUR CO-OPERATION

Previous Employment

Previous Employer	Type of Business
Address	Starting Date
Telephone	Leaving Date
Reason for leaving	Finishing Pay £ per
Job Title	Duties / Responsibilities
Previous Employer	Type of Business
Address	Starting Date
Telephone	Leaving Date
Reason for leaving	Finishing Pay £ per
Job Title	Duties / Responsibilities
Previous Employer	Type of Business
Address	Starting Date
Telephone	Leaving Date
Reason for leaving	Finishing Pay £ per
Job Title	Duties / Responsibilities

Activities and Interests (include sports, hobbies, pastimes, etc.)

If offered this position do you intend to continue working in an other capacity? (give details)

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Additional Information

Please state your reason for applying for this post, plus any other information in support of your application.

Do you require any adjustments to attend interview?

	(Continue on seperate page if necessary)

Do you hold a current permit/visa to work in this country? Yes / No (Give details)

Declaration

I declare that all the foregoing statements are true and complete to the best of my knowledge and belief, and any false information could lead to my dismissal	
Signature:.....	Date:.....
TO BE COUNTERSIGNED BY PARENT / GUARDIAN IF UNDER 18	
.....	

Data Protection

The Data Protection Act 1998 ("The Act") sets out certain requirements for the protection of your personal information against unauthorized use or disclosure. The Act gives you certain rights.

Except to the extent we are required or permitted by law, the information which you provide in this application form, and any other information obtained or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our Equal Opportunities Monitoring. If your application is successful, the information will form part of your Personnel file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. I consent to the use of my personal information for the purpose and on terms set out above.

Name:.....

Date:.....