

FOUR DEE NI LIMITED

**10, Station Road Industrial Estate, Magherafelt, BT45 5EY.
Tel: 028 79 300815. Fax: 028 79 300816**

POSITION APPLIED FOR:

JOB REFERENCE NO:

APPLICANT REFERENCE NO:

PERSONAL DETAILS

SURNAME:

FIRST NAMES:

TITLE: (MR, MRS, MS etc)

D.O.B:

HOME ADDRESS:

POSTCODE:

TELEPHONE:

HOME: _____ MOBILE: _____ WORK: _____

N.I. NUMBER:

May we contact you at work? Yes / No

Completed application forms must be received not later than 4.00pm on:

Applications received after the above time, and, date will **NOT** be considered.

PLEASE RETURN FORM TO:

PHILOMENA MC SWIGGAN,
HR, T&D & H&S MANAGER,
10 STATION ROAD INDUSTRIAL ESTATE,
MAGHERAFELT,
BT45 5EY

As an equal opportunities employer, Four Dee NI Limited welcomes applications from all sections of the community, irrespective of sex, sexual orientation, marital status, religious affiliation, age, disability, or ethnic origin.

EDUCATION

A) Please give particulars of all secondary level educational qualifications. In instances such as City & Guilds etc, you must state clearly the level attained.

Qualification/Level Attained	Subject Passed	Grade	Year

B) Please give full particulars of all further educational qualifications.

Degree / Diploma / Certificate	Month/Year Obtained

C) Please specify any professional qualifications / memberships obtained, including dates awarded.

Name of Professional Body	Part No With Date & Result

D) Additional Qualifications, Training & Apprenticeships relevant to this post (with dates)

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EMPLOYMENT HISTORY

(A) Present Post

Employment Dates	Name & Address Of Employer	Post
<p><u>From – To:</u></p> <p><u>Date of Appointment to current role if different from start date:</u></p>	<p><u>Name:</u></p> <p><u>Address:</u></p>	<p><u>Job Title:</u></p> <p><u>Duties Of Post:</u></p> <p><u>Reason for Leaving:</u></p> <p><u>Current Salary:</u></p> <p><u>Notice Period:</u></p>

(B) Please list your PREVIOUS work history: BEGINNING WITH THE MOST RECENT POSITION. If work is Part-time, or voluntary, please indicate. A continuation sheet may be attached.

Employment Dates	Name & Address Of Employer	Post
<u>From – To:</u> 	<u>Name:</u> <u>Address:</u> 	<u>Job Title:</u> <u>Duties Of Post:</u> <u>Reason for Leaving:</u>
<u>From – To:</u> 	<u>Name:</u> <u>Address:</u> 	<u>Job Title:</u> <u>Duties Of Post:</u> <u>Reason for Leaving:</u>
<u>From – To:</u> 	<u>Name:</u> <u>Address:</u> 	<u>Job Title:</u> <u>Duties Of Post:</u> <u>Reason for Leaving:</u>

JOB RELATED EXPERIENCE

Applicants must indicate how their experience to date meets the requirements of the job and fulfils the criteria contained within the job description & person specification. (E.g. for a production role, where appropriate include any laser cutting, welding, saw or grinding experience you may have) Experience gained outside the workplace may be included. Please continue on the continuation sheet if necessary.

ADDITIONAL INFORMATION

From the list below, please answer ONLY those questions which are relevant to the position for which you are applying. This information will be gained by checking the Essential / Desirable Criteria shown on the Person Specification.

Do you hold a current?

Full Driving Licence?	Yes / No	Licence Type?	A B C D E
LGV Class C Licence?	Yes / No	LGV Class C &E licence?	Yes / No
FLT Certificate	Yes / No		

If you hold a current Forklift Truck Certificate, please indicate if this is for:

Reach Truck?	Yes / No	Counterbalance?	Yes / No
Hi-Rise?	Yes / No	Electric?	Yes / No
Diesel?	Yes / No	Gas?	Yes / No

Give details of any motoring endorsements within the last 10 years:

Do you have a criminal record?

Yes / No

(A criminal record will not automatically exclude you from consideration for employment. Spent convictions need not be declared.)

Do you need a permit to work in this country?

Yes / No

Have you worked for this Company before?

Yes / No.

Dates: From _____ to _____ and in what capacity: _____

Are you prepared to work: Overtime?
Shifts?

Yes / No
Yes / No

Please mention your hobbies and interests:

Are there any dates upon which you would be unable to attend for interview?

Yes / No

If yes, please state the dates in question: _____

Whilst all efforts will be made to accommodate those unable to attend the original date and time allocated for their interview, candidates should note that it is not always possible to reschedule.

REFEREES

Please give the names and addresses of 2 persons not related to you from whom references may be sought. One of these must be your current employer, and the other should be a past employer, both of whom will have knowledge of you in a work situation, and, are therefore able to comment on your ability to carry out particular tasks of the job applied for.

Candidates applying for their first job should give the name and address of their head teacher or lecturer. Candidates applying for their second job should give the name and address of their current employer, and, the name and address of their head teacher or lecturer.

References will not be taken up without the prior knowledge of the applicant.

	Referee 1:	Referee 2:
Name		
Address		
Telephone Number		
Occupation		

If you have NOT named your current employer (or if unemployed, your previous employer) please state why:

I declare that to the best of my knowledge the information that I have provided is true and accurate.

Signed: _____ Date: _____

NOTE: A candidate found to have knowingly provided false information, or to have wilfully suppressed any material fact, may be liable to disqualification or, if appointed, dismissal.

Please ensure that you complete the enclosed monitoring form, and return it (in a separate envelope) together with your completed application form.

Continuation Page (if required).

EQUAL OPPORTUNITIES MONITORING – STRICTLY CONFIDENTIAL

JOB REFERENCE NO: _____ APPLICANT REFERENCE NO: _____

We are an equal opportunities employer, committed to providing equal opportunities for all our job applicants, selecting only those individuals who are suitable for employment solely on the basis of merit. The aim of our policy therefore, is to ensure that all job applications and employees are given full and fair consideration for employment regardless of their sex, sexual orientation, marital status, religious affiliation, age, disability, or ethnic origin.

To demonstrate our commitment, ensure that our equal opportunities policy is effectively implemented, and, to fulfil our legal obligations under current legislation, we monitor the composition of job applicants. The aim of such monitoring is to allow us to identify if any of the stages in our recruitment procedure is operating to the detriment of applicants on the grounds of their sex, sexual orientation, marital status, religious affiliation, age, disability, or ethnic origin.

Therefore in order that we may monitor the effectiveness of our policy, we would ask you to complete the questionnaire overleaf by ticking the appropriate boxes.

The information that you supply will be treated with strictest confidence, and, will be used only for statistical analysis in which the identities of individuals will not appear. The information supplied will **NOT** be used in the Company's decision to offer employment. The Company would also like you to note that it is an offence for any person knowingly to give false information to another who is seeking that information in order to make a monitoring return.

PLEASE TICK THE APPROPRIATE BOX FOR EACH SECTION

1. RELIGIOUS AFFLIATION

I am a member of the Protestant Community:
I am a member of the Roman Catholic Community:
I am a member of neither of the above Communities: Please Specify: _____

2. GENDER Male: Female:

3. MARITAL STATUS

Single: Married: Separated: Divorced: Widowed:

4. DISABILITY

Are you disabled or Registered Disabled? Yes No
If yes, what is the nature of your disability? _____

5. ETHNIC ORIGIN

Chinese: Polish: Czech: Lithuanian: Indian: White:
Pakistani: Black / African-Caribbean: Asian: Other: (Specify)

6. VACANCY (Please state how you heard of this vacancy)

Company Website: Recruitment Agency: Family/Friend:
Newspaper: Other: Specify: _____

Thank You for Your Assistance