 **Application for Employment**

**Position Applied For: Reference No:**

* All information will be treated in confidence and will be used by H&A to assess your suitability for the post. CV’s can be enclosed but only as an aid and not as a replacement for an application form.
* Failure to complete this application form correctly and IN FULL (**including Monitoring Form**) may lead to your application not being processed further.
* Please note H&A retain the right to enhance short listing criteria dependent on volume of applicants.

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Title: Mr/ Miss/ Mrs/ Ms | Forename:  | Surname: |
| Address:Postcode: |
| Phone No: | Mobile No: |
| National Insurance Number: | Email:  |
| Current Driving License? Yes / NoEndorsements:Additional Licenses: | Are there any restrictions on you taking up employment in the UK? Yes / No |
| Are you Self Employed? Yes/ No | Do you have a valid CSR Card? |

**EDUCATION HISTORY:**

|  |
| --- |
| **Type of school attended:** |
| Qualifications gained: [Please outline subject and grade] |
| **College/ University attended:** |
| Qualifications gained:  |
| Certificates/ Training/ Professional Qualifications Obtained: |

**EMPLOYMENT HISTORY [Please complete in full and use a separate sheet if necessary]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATES** **FROM – TO** | **NAME OF EMPLOYER** | **JOB TITLE** **AND BRIEF DESCRIPTION OF DUTIES** | **START/ FINISH SALARY** | **REASON FOR LEAVING** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Do you have any additional contractual benefits in your present post:** |
| **Notice required in current post:** |
| **Do you have any objections to contact being made with your present or past employer?** |

**DETAILS OF EXPERIENCE**

|  |
| --- |
| Please outline below how you meet the **ESSENTIAL CRITERIA** for this post: [Essential Criteria is the section on the advertisement which you must meet in order to apply, it is mainly experience based.] |
| Please outline below how you meet the **DESIRABLE CRITERIA** for this post: [Desirable Criteria is the section on the advertisement which is desirable but not essential, therefore you are at an advantage if you have it.] |

**REFEREES**

Please give **two referees, one of whom must be your present or most recent employer; neither may be a relative.**

|  |  |
| --- | --- |
| Name: | Name: |
| Job Title: | Job Title: |
| Address: | Address: |
| Contact No: | Contact No: |
| Relationship: | Relationship: |

**PRIVACY NOTICE:**

In order to comply with the General Data Protection Regulations (GDPR) the information given will be used for recruitment and selection purposes only. At H&A Mechanical Services Ltd, we respect the privacy of everyone and we will do our utmost to protect your privacy and the data you provide.
The personal information you provide will be used in the recruitment process and will form the basis of the personal record for successful candidates. The personal data of unsuccessful candidates will be retained for up to a period of 4 years after which it will be securely destroyed.
In sending this application you are giving your personal permission for your personal data to be stored and processed for the purposes of arriving at a selection decision and, for the successful candidate, future personal administration.

**DECLARATION [PLEASE READ THIS CAREFULLY BEFORE SIGNING THIS APPLICATION]**

1. I confirm that the above information is complete and correct. Any applicant / employee found to have knowingly given false or inaccurate information or to have wilfully failed to disclose any relevant fact, will be excluded from the recruitment process or may be dismissed.
2. The employer reserves the right to interview, solely on the basis of information supplied on the application form, candidates who meet the criteria established for the post.
3. I understand that the job offer may be subject to the satisfactory outcome of references and/or a pre-employment health assessment and I consent to my Doctor being approached for further information, including medical reports if the Company considers it necessary.
4. I give the employer the right to investigate all references and to secure all additional information about me, if job related. I hereby release from my liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

Signed: Date:

|  |
| --- |
| **Private & Confidential – Monitoring Information**(Will be detached and stored away from the recruitment file) |
| Position: | Ref No: |

H&A Mechanical Services Ltd is an Equal Opportunities Employer. It is our policy to ensure that all applicants have equal opportunity for employment regardless of age, disability, race, gender, marital status, religious belief, dependants, political opinion or sexual orientation. Selection for employment is solely on the basis of merit. In order to demonstrate our commitment to equality of opportunity and to meet our obligations, we are asking you to help us by completing the information listed below.
The information which you supply will be treated in the strictest confidence and will be protected from misuse. **This information will not be available to anyone involved in the selection process.**

**N.B. It is not compulsory for you to answer the questions below. However, we would stress that it is a criminal offence under the legislation, Fair Employment (Monitoring) Regulations (NI) 1999, "to give false information in connection with the preparation of a monitoring return"**

1. **To which of these ethnic groups do you consider you belong to? [Please tick]**

|  |  |
| --- | --- |
| Bangladeshi |  |
| Black African |  |
| Black Caribbean |  |
| Black Other |  |
| Chinese |  |
| Indian |  |
| Irish Traveller |  |
| Mixed Ethnic Group, please specify |  |
| Pakistani |  |
| White |  |
| Other |  |

1. **To which of these Religious Backgrounds do you belong? [Please tick]**

I am a member of:

|  |  |
| --- | --- |
| Roman Catholic Community |  |
| Protestant Community |  |
| Neither the Roman Catholic or Protestant Community |  |

1. **Date of Birth: …………………………………**
2. **Marital Status: ………………………………**
3. **Number and ages of Dependents:** *(A dependent is someone who relies on you for financial support, usually spouse & children):* **…………………………………………………………………………………………………………………………………………**
4. **Disability.**

Under the Disability Discrimination (NI) Act 1995 a disabled person is defined as a person with: "A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities". Having read this definition, would you consider yourself to have a disability?

 **YES / NO** (delete as appropriate)

If you have stated that you consider yourself disabled, please advise of the nature of your disability:

1. **Convictions**

Do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014?

**YES / NO** (delete as appropriate)

If Yes, please specify:

1. How did you hear about this Vacancy?

|  |  |
| --- | --- |
| H&A Website |  |
| Social Media |  |
| NI Jobfinder |  |
| Job Centre |  |
| Jobcentreonline |  |
| Newspaper |  |
| Word of mouth |  |
| OtherPlease Specify: |  |