

APPLICATION FOR EMPLOYMENT

JOB TITLE:

CLOSING DATE:

REF. NUMBER:

PERSONAL DETAILS

Full Name:

Title:

Address (including postcode):

NI No/PPS:

Home Tel No. (including code) :

Work Tel No. (including code)

Mobile No.

E-mail address:

Do you suffer from any physical condition which would require reasonable adjustments at the interview process or which needs to be taken into account when considering your application, please let us know?

Are you legally eligible for employment in the UK? Yes No

Are you prepared to travel or work away from home, if the job requires it? Yes No

Do you have a current full driving licence? Yes No

Do you have your own transport? Yes No

Unprejudiced consideration will be given to candidates who declare criminal conviction(s). Only offences which are manifestly incompatible with the post in question will result in candidates being excluded from consideration.

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.**

EMPLOYMENT DETAILS

Are you available for full-time work? Yes/No. If No, please state days/hours.

Salary expected : per (Please answer this question.)

If you were offered this position, would you continue to work in any other capacity? If so, please give details.

Have you previously worked for this Company? If so, please give details.

On what date would you be available for work?

EDUCATION DETAILS

TYPE OF SCHOOL	FROM	TO	EXAMINATIONS AND RESULTS
COLLEGE/UNIVERSITY	FROM	TO	COURSES AND RESULTS
FURTHER EDUCATION/ FORMAL TRAINING	FROM	TO	COURSES AND RESULTS

Are you a **current** member of a professional body? If so, please give details.

Name of Professional Body :

Level of Membership :

Entitled to use which letters after your name :

Hobbies/Interests – please give details:

Please outline the particular skills, qualities and experience which you feel you can bring to this position.

EMPLOYMENT HISTORY : List below your present and past employment **in full**, beginning with your most recent. Continue on a separate sheet if necessary.

Name and Address of Employer	Details
Nature of Business : Supervisor's Name : Main Responsibilities :	From : _____ To _____ Job Title : _____ Starting Salary : _____ Leaving Salary : _____ Reason For Leaving : _____

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Nature of Business : Supervisor's Name : Main Responsibilities :	From : _____ To _____ Job Title : _____ Starting Salary : _____ Leaving Salary : _____ Reason For Leaving : _____

PREVIOUS WORK EXPERIENCE CONTINUED OVERLEAF

We may wish, at a later date in the selection process, to contact your previous employers regarding your work experience. Please sign below to indicate that we may do so with your permission. We will advise you beforehand if we wish to speak to your current employer.

Signature : _____

Please indicate if there is a particular employer(s) whom you do not wish us to contact.

ADDITIONAL INFORMATION Please use this space to provide any additional information which you feel may be relevant to your application.

The facts set forth in this application for employment are, to the best of my knowledge, true and complete. I authorise the investigation of statements made in this application form and understand that misrepresentation may render me liable for dismissal.

Murdock Builders Merchants Ltd collect data in accordance with General Data Protection Regulations (GDPR) (EU) 2016/679 – this application will be kept on file for 12 months – should you have any queries regarding this, please contact our HR Office.

Signature : _____ Date : _____

CONFIDENTIAL

Reference :

MONITORING INFORMATION

Murdock Builder's Merchants Ltd operates an Equal Opportunity Policy and is committed to ensuring that the talents and resources of employees are utilised to the full, that no job applicant or employee receives less favourable treatment on the grounds of religion, political opinion, sex, marital status, race or disability, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

In order to comply with Fair Employment legislation the Company is required to monitor the Perceived Religious Affiliation of all job applicants and employees. Therefore you are requested to complete this form and return it, sealed separately in the envelope provided, with your application form.

This form will be held separately from your application form and will only be referred to for statistical analysis purposes after the position has been closed.

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

Male

Female

**NB this monitoring form should be completed and returned in a separate envelope to:
The Monitoring Officer, Murdock Builder's Merchants, Unit 7 Rampart Business Centre, Greenbank Industrial Estate,
Newry, BT34 2QU**