

APPLICATION FOR EMPLOYMENT

Position applied for	
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SURNAME:	FIRST NAMES:	MALE <input type="checkbox"/>
		FEMALE <input type="checkbox"/>

HOME ADDRESS:	TEL. NO:

ALTERNATIVE ADDRESS FOR CORRESPONDENCE (if different):

NI NUMBER:	
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SCHOOLS:

FROM	TO	TYPE OF SCHOOL (eg Primary, Secondary, Grammar)	DATES & GRADES OF EXAMINATIONS PASSED

FURTHER OR HIGHER EDUCATION:

FROM	TO	UNIVERSITY, POLYTECHNIC TECHNICAL or COMMERCIAL COLLEGE	DATES & EXAMINATIONS PASSED Or QUALIFICATIONS GAINED

MEMBERSHIP OF PROFESSIONAL & TECHNICAL BODIES:

MANAGEMENT OR PROFESSIONAL TRAINING:

NAME & ADDRESS OF PRESENT EMPLOYER:

LENGTH OF SERVICE: _____
PRESENT POSITION: _____
PRESENT SALARY: _____
LENGTH OF NOTICE REQUIRED: _____

DESCRIPTION OF YOUR CURRENT RESPONSIBILITIES:

PREVIOUS EMPLOYERS: Please use additional blank sheets if necessary

DATES		EMPLOYER'S NAME & NATURE OF BUSINESS	POSITION HELD	REASON FOR LEAVING	FINAL SALARY
FROM	TO				

OTHER EXPERIENCE OR INFORMATION RELEVANT TO THIS APPOINTMENT:

If you wish to add any further information or give any other reasons in support of your application please do so here. Please use additional blank sheets if necessary.

OTHER INTERESTS AND HOBBIES:

REFEREES:

Please give names and addresses of two persons who know you well whom the company may contact. At least one must be a past or present employer. Neither will be contacted without prior discussion with you.

I confirm to the best of my knowledge the information provided in this document is correct and gives a fair representation of my qualifications and employment history. I understand that the company may use the information contained in this form for purposes of monitoring its equal opportunities policy and the effectiveness of its recruitment procedures and consent to this use.

SIGNATURE:

DATE:

APPLICATIONS:

Should be posted to:-

HR Department
Andras House Limited
60 Great Victoria Street
BELFAST
BT2 7BB