

# **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:			
	which would require reasonable adjustments at the interview process or which sidering 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 f	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	Νο			
manifestly incompatible with the post in q Have you ever been convicted of a crimina	o candidates who declare criminal conviction(s). Only offences which are uestion will result in candidates being excluded from consideration. al offence, other than a spent conviction under the rehabilitation of Offenders Act 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 y	ou continue to work in any other capacity? If so, please give details.			
Have you previously worked for this Com	pany? If so, please give details.			
On what date would you be available for	work?			



#### EDUCATION DETAILS

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

Are you a <u>current</u> 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. <u>Continue</u> on a separate sheet if necessary.

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

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

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

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

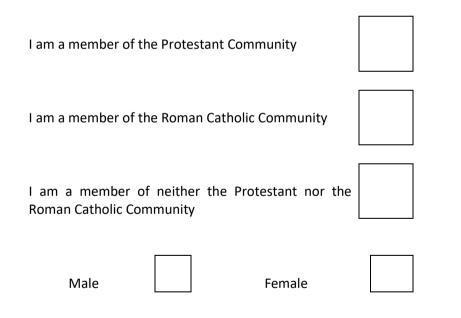
#### **Reference :**

# 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.



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