**APPLICATION FOR EMPLOYMENT**

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| **PRIVATE AND CONFIDENTIAL**  **Return this form to: Human Resources Department**  **Yelo Limited**  **20 Meadowbank Road, Carrickfergus BT38 8YF**  **Or email to: jobs@yelo.co.uk** | | |
| **Position Applying For:** | | |
| **Surname:** | **Forename(s):** | **Title:** |
| **Address:** | **City/Town:** | **Post Code:** |
| **Email Address:** |
| **Contact Number (Day):** | **Mobile Number:** |
| **Current Driving License?** Yes  No | **Details of Endorsements:** | |
| **Are there any restrictions on you taking up employment in the UK?** Yes  No  **(If yes, please provide details)**  Note: We will require proof of this right before an offer of employment can be confirmed – e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996 | | |
| **Do you have the ability to travel?** Yes  No  **Do you have a valid passport?** Yes  No | | |

**EDUCATION HISTORY (please use a separate sheet if necessary)**

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| --- | --- | --- | --- |
| **From** | **To** | **Type of School (i.e. Grammar/Secondary)** | **Subjects taken and Qualifications Gained** |
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**Further Education:**

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| --- | --- | --- | --- |
| **From** | **To** | **Name of Institution (state if Full or Part Time)** | **Subjects taken and Qualifications Gained** |
|  |  |  |  |

**Other Training – Details of training courses attended and awards, if appropriate**

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| --- | --- | --- | --- |
| **From** | **To** | **Name of Institution (state if Full or Part Time)** | **Subjects taken and Qualifications Gained** |
|  |  |  |  |

**EMPLOYMENT HISTORY (Please complete in full and use a separate sheet if necessary)**

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| --- | --- | --- | --- | --- |
| **From – To:** | **Name & Address of Employer** | **Job Title and Duties** | **Start/Finish Salary** | **Reason for Leaving** |
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| **Notice required in current post:** | | | | |

**REFERENCES**

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| --- | --- |
| Please note here the names and addresses of two persons from whom the company may obtain both character and work experience references. | |
| **1.**  Telephone No.:  Nature of Relationship: | **2.**  Telephone No.:  Nature of Relationship: |

**LEISURE**

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| Please note here your leisure interests, sports and hobbies, other pastimes etc. |

**CRIMINAL RECORD**

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| Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders (Northern Ireland) Order 1978. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory disclosure of criminal records. |

**GENERAL COMMENTS**

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| Please detail here your suitability for the position stating specific reasons for this application, your main achievements to date and the strengths you would bring to this post. |

**DISABILITY DISCRIMINATION ACT 1995**

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| If you require any special arrangements to be made to assist you if called for interview, please let us know in advance of the interview. |

**HOLIDAYS**

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| Do you have any holidays booked within the next three months? Yes  No  If so, please indicate the timeframe: …………………………………………………………………………………………………… |

**DECLARATION (Please read this carefully before signing this application)**

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| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.  .  Signed: ………………………………………………….. Date: ……………………………………….. |

**How did you hear about this position:**

Belfast Telegraph:

Indeed:

Job Centre Online:

NIJobFinder.com:

NIJobs.com:

LinkedIn

Facebook

Twitter:

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_