



# APPLICATION FOR EMPLOYMENT

## 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 <input type="checkbox"/> No <input type="checkbox"/>	Details of Endorsements:	
<b>Are there any restrictions on you taking up employment in the UK?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> (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 <input type="checkbox"/> No <input type="checkbox"/>		Do you have a valid passport? Yes <input type="checkbox"/> No <input type="checkbox"/>

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

From	To	Type of School (i.e. Grammar/Secondary)	Subjects taken and Qualifications Gained

## Further Education:

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**

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)**

From – To:	Name & Address of Employer	Job Title and Duties	Start/Finish Salary	Reason for Leaving

**Notice required in current post:**

## REFERENCES

Please note here the names and addresses of two persons from whom the company may obtain both character and work experience references.

<b>1.</b>	<b>2.</b>
Telephone No.:	Telephone No.:
Nature of Relationship:	Nature of Relationship:

## LEISURE

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

## CRIMINAL RECORD

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

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**

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**

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)**

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: \_\_\_\_\_

# FAIR EMPLOYMENT – QUESTIONNAIRE

Form FE1



**PRIVATE & CONFIDENTIAL**

Date: \_\_\_\_\_ Ref. No: \_\_\_\_\_  
(Internal use only)

Position applied for: \_\_\_\_\_

## **EQUALITY OF OPPORTUNITY**

We are an equal opportunity employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.

Regardless of whether we practice our religion, most of us in Northern Ireland are seen as either Protestant or Roman Catholic. We are therefore asking you to indicate your community background by ticking the appropriate box below.

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 Roman Catholic community

Could you please indicate whether you are: Female  Male

If you do not complete this questionnaire, we are encouraged to use the 'residuary' method, which means that we can make a determination on the basis of personal information on file / application form.

**Note.** It is not compulsory for you to answer the above questions. However we would stress that it is a criminal offence under the legislation for a person to "give false information in connection with the preparation of a monitoring return".

Please return in separate sealed envelope marked – "Confidential – Monitoring Officer"