



APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Return this form to: Human Resources Department
Yelo Limited
20 Meadowbank Road, Carrickfergus BT38 8YF

Or email PDF to: jobs@yelo.co.uk

Position Applying For:

Title:	First Name:	Surname:
Address:	City/Town:	Post Code:
Contact Number (Day):	Mobile Number:	Email Address:
Current Driving License? Yes <input type="checkbox"/> No <input type="checkbox"/>	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"/>	

Yelo Limited currently employs staff from around the world but it is important to note that all applicants must be eligible to work in the UK and that all visas must be in place at the time of submitting an application.

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

How did you hear about this position?

Belfast Telegraph:	<input type="checkbox"/>	NIJobs.com:	<input type="checkbox"/>
Indeed:	<input type="checkbox"/>	LinkedIn	<input type="checkbox"/>
Job Centre Online:	<input type="checkbox"/>	Meta (formally Facebook)	<input type="checkbox"/>
NIJobFinder.com:	<input type="checkbox"/>	X (formally Twitter)	<input type="checkbox"/>
Other:	_____		

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	Full-time or Part-time	Name of Course	Subjects taken and Qualifications gained (if partway through, indicate the results from your latest modules)

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

From	To	Name of Institution	Full-time or Part-time	Name of Course	Subjects taken and Qualifications gained (if partway through, indicate the results from your latest modules)

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 (who are not related to you) from whom the company may obtain both character and work experience references.

1. Telephone No.: Nature of Relationship:	2. Telephone No.: Nature of Relationship:
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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. Provide examples where appropriate.

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: _____



FAIR EMPLOYMENT QUESTIONNAIRE

PRIVATE & CONFIDENTIAL

Date: [Click or tap to enter a date.](#)

Ref. No: _____
(Internal use only)

Position applied for: [Click or tap here to enter text.](#)

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.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Please indicate the community to which you belong to 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".