 Newpark Industrial Estate

Greystone Road

Antrim

BT41 2RU

Tel. (028) 9442 8288

 ***FOR OFFICE USE ONLY***

|  |  |
| --- | --- |
|  App Recd  |   |
| Job Ref No  |   |
| FEC No  |   |

# APPLICATION FOR EMPLOYMENT

 *Please complete thoroughly and in block capitals.*

*Incomplete application forms will be rejected at short-listing stage.*

As part of any recruitment process, SAM collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please refer to our company website for privacy notice.

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| Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |
| **Shift preference**: Please rank your preference: 1st / 2nd 3rd *(if one is unsuitable please leave blank)*  |
| **Day Shift**  | **Night Shift**  | **Weekend Shift:**  |
| Mon-Thurs (7am-6.30pm)  | Mon-Thurs (7pm-7am)  | Fri & Sat (7am – 6.30pm) & Sun (7am – 4pm)  |
|   |   |   |

|  |  |
| --- | --- |
|  Title:  |  Surname:  |
|  Forenames (Circle name known by)  |
|  Address:  Postcode:  |
|  Telephone No:  |  Mobile No:  |
|  Email Address:  |
|  National Insurance No:  |

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| --- |
|  Have you previously been employed by this company? Yes / No  If so, when?   |
|  How much notice does your current employer require?   |
| Do you have the legal right to work in the UK? Yes / No   |
| Are you over the age of 18 (needed for production related applications)? Yes / No   |
| Where did you hear of this vacancy?   |

## Education

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| --- | --- | --- | --- |
| **Type of Exam** **(GCSE, A-Level,** **Degree, etc)**  | **Date** **Taken**  | **Subject**  | **Grade**  |
|  |  |  |  |

## Training/Professional Membership

|  |  |
| --- | --- |
| **Year**  | **Professional membership**  |
|  |  |

|  |  |
| --- | --- |
| **Date**  | **Licenses Held**  |
|  |  |
|  Do you hold a current UK driving license? Yes/No  |
|  Do you have use of a car? Yes/No  |

**Employment history.** *State most recent first, continue on separate sheet if necessary and account for any breaks in employment. No assumptions of job title and/or duties will be made for shortlisting purposes.*

|  |  |  |
| --- | --- | --- |
| **Name, address and nature of business**  | **From – To**  | **Job title and duties**  |
|  |  | **Leaving salary: £** **Reason for leaving:**  |
|  |  | **Leaving salary: £** **Reason for leaving:**  |
|  |  | **Leaving salary: £** **Reason for leaving:**  |
|  |  | **Leaving salary: £** **Reason for leaving:**  |
|  |  | **Leaving salary: £** **Reason for leaving:**  |

## Criteria information

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| **Give relevant, recent examples how you meet the essential and desirable criteria.** *This information will facilitate the shortlisting process. Please ensure you complete as much detail as possible. Failure to provide sufficient information/detail may mean that your application will not be shortlisted..*   |
|  |

## Additional information

*Please outline your current/most recent remuneration package including details of all benefits:*

|  |  |
| --- | --- |
|  Basic Salary:   |  Annual leave entitlement:  |
|  Shift allowance:   |  Overtime rates:  |
|  Bonus (weekly/monthly/annual):   |  Company car/car allowance:  |
|  Pension (Employer contribution):   |  Healthcare:  |
|  Commission:   |  Other:  |

## Interview arrangements

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|  Please provide details of any special arrangements in relation to either correspondence or access which you may require at interview.      |
|  Are there any dates within the next 4 weeks that you are unable to attend for interview? If so please give details.      |

**Referees.** *Please give the names and addresses of two referees, one of whom should be your current employer (if applicable). Referees will not be contacted until a provisional offer is made and your permission has been sought.*

|  |  |
| --- | --- |
|  Name:  Position:  Company:  Address:  Phone:  Email:   |  Name:  Position:  Company:  Address:  Phone:  Email:   |

I hereby declare that all the information given in this application is correct to the best of my knowledge and I realise that any wilful mis-statement will render me liable to an offer of appointment being withdrawn or dismissal if engaged.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return all completed applications forms to; The Monitoring Officer, Springfarm Architectural Mouldings Limited, Newpark Industrial Estate, Greystone Road, Antrim, BT41 2RU.

Completed applications must be returned before the closing date specified. Late applications will not be considered. If you have any queries please contact the Human Resources Manager

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## CONFIDENTIAL EQUAL OPPORTUNITIES MONITORING FORM

### FEC NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ JOB REF NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The information provided on this form will be removed by our Monitoring Officer prior to consideration of your application. We encourage you to answer the questions below. Your identity will be kept anonymous and your answers will be treated with the strictest confidence. We assure you that you answers will not be used by us to make any unlawful decisions affecting you, whether in a recruitment exercise or during the course of any employment with us. To protect you privacy, you should not write you name on this questionnaire.

We are an Equal Opportunity Employer, committed to ensuring that the talents and resources of all our employees are utilised to the full. We will not discriminate unfairly against any individual in matters of recruitment or selection for any position, promotion, development or training on the grounds of gender, marital or family status, sexual orientation, religious belief, political opinion, disability, colour, nationality, race or ethnic origins.

In order to demonstrate our commitment to equality of opportunity and meet our obligation under Fair Employment legislation we are required to monitor the religions affiliation and sex of all job applicants.

The information you are asked to supply below will be treated in the strictest confidence and protected for misuse. This information will not be available to any one making decision about your application and will be used for monitoring purposes only.

**Please indicate the community to which you belong by ticking the appropriate box below.**

R*egardless of whether they actually practice a particular region, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.*

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|   |

 Protestant Community Roman Catholic Community

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|   |

I am not a member of either the Protestant or Roman Catholic Community

*If you do not answer the above question, or if you tick “not a member of” box, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.*

**Please indicate your gender by ticking the appropriate box below:**

|  |  |  |
| --- | --- | --- |
|   |  I am a female  |   |

 I am a male

**Please state:**

 Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you suffer from any disability or health problem which is relevant to your application? YES/NO

If so, what is the nature of the disability \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If any, what adjustments are required? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_