

# Job Application Form

Private and Confidential



Position Applied For

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## Personal Information

Title: Mr/Mrs/Miss/Ms/ Other _____			
First Name(s)		Last Name:	
Address:			
County:		Postcode:	
Home Tel:		Mobile Tel:	
Email Address:			
National Insurance No:			

## Current Driving Licence

Do you hold a current Driving Licence?	Y / N
Groups	
Expiry Date	
Details of Endorsements	

Are there any restrictions on you taking up employment in the UK? Y / N

If yes please provide details:

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## **Employment History**

### **Present Position**

Name (Present/Last) Employer:	
Address	
Date Appointed	
Present Salary	
Job Title	
Duties:	
Notice Period:	
Reason for leaving:	

### **Previous Positions**

Please list all your work history beginning with the most recent. If work is part-time or voluntary please indicate.

From (MMYY)	To (MMYY)	Name & Address of employer	Position held	Reason for Leaving

**Please continue on a separate sheet if necessary.**



**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.

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

1. 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.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply for a disclosure of criminal records. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Christies Direct is an Equal Opportunities Employer and welcomes applications from all sections of the community, irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation, or whether applicants have dependants.

**Please place this form in an envelope and return it to the personal attention of Yvonne Henry Christies Direct, 16 Finvoy Road, Ballymoney Co Antrim, BT53 7JE Tel 028 276 66879**

**FOR OFFICE USE ONLY**

Reply Letter	Not to be interviewed	Reason not to be interviewed			
	To be interviewed				
Decision not to be interviewed made by		Date of 1 <sup>st</sup> Interview		Date of 2 <sup>nd</sup> Interview	
Result of Interview: Successful		Accepted job offer		Rejected job offer	
Start Date:		Hours:			
Unsuccessful		Do you want to hold the application file for 6 months			
Date unsuccessful letter sent		Date successful letter issued by HR Dept			

