



**McGRATH GROUP**

**APPLICATION FOR EMPLOYMENT**

**PERSONAL DETAILS**

**Private and Confidential**

JOB REFERENCE No.

APPLICATION REF. No

CLOSING DATE:

<b>Surname</b>	<b>Title (Mr/Mrs/Miss/Ms)</b>	<b>Forenames:</b>
<b>Home Address:</b>		
<b>Postcode:</b>		
<b>Tel. Number:</b>		
<b>National Insurance Number</b> /      /      /      /		

**POSITION SOUGHT**

<b>Position applied for:</b>	<b>Expected Salary range:</b>
<b>Where did you see the post advertised?</b>	

**ADDITIONAL DETAILS**

<b>Do you hold a current Driving Licence? Yes/No</b> <b>Do you have any endorsements? Yes/No</b>
<b>Do you hold a current Fork Lift Licence? Yes/No</b> <b>Type of Fork Lift Licence(s)?</b>
<b>Do you hold a current H.G.V Licence? Yes/ No</b> <b>Type of H.G.V Licence(s)?</b>
<b>How many days absence due to illness have you has in the last five years and what was the duration of each absence?</b>
<b>Are you registered Disabled: Yes/No</b> If Yes, Please give details
<b>Do you have a disability as per the Disability Discrimination Act 1995 Yes/No</b> If Yes please give details
<b>Do you suffer from any medical condition which may be relevant to your employment or your ability to work? Yes/No</b>
<b>Give details of any criminal convictions during the last 5 years</b>

# EDUCATION

*In the following sections please use additional sheets when required*

## PLEASE COMPLETE ALL RELEVANT SECTIONS SCHOOLS (POST PRIMARY)

From	To	Type of School	Subject	Exam Level	Grade

## FURTHER OR HIGHER EDUCATION

From	To	Type of College	Course/ Exam Taken	Exam Level	Result

## VOCATIONAL TRAINING (APPRENTICESHIPS N.V.Q. LEVELS)

From	To	Training Body	Subject to Training	Result

## OTHER TRAINING & DEVELOPMENT, INCLUDING MEMBERSHIP OF PROFESSIONAL BODIES & EXAMS TAKEN

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## PRESENT OR LAST EMPLOYER

Name and address of present/last employer:	
Date of Commencing work:	Position:
Gross Salary:	Length of notice required
Please describe the skills and responsibilities required in this position?	

Why do you wish to leave your present position? Why did you leave your last position?

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**PREVIOUS EMPLOYERS (STARTING WITH YOUR MOST RECENT PROVIDE US WITH COMPLETE HISTORY INCLUDING PERIODS OF UNEMPLOYEMENT) PLEASE OUTLINE ON A SEPERATE SHEET IF NECESSARY**

From	To	Employers Name/ Address	Position Held/ Duties	Reason for leaving

**PLEASE COMPLETE ALL SECTIONS**

PLEASE USE THIS SECTION TO EXPLAIN HOW SKILLS AND EXPERIENCE ARE RELEVANT TO THIS POSITION

USE THIS SECTION TO OUTLINE ANY INTERESTS, ACHIEVEMENTS OR OTHER INFORMATION THAT MAY BE RELEVANT TO THIS POST

**REFERENCES**

Please give names, addresses and contact numbers of two referees, one of whom must be your present or most recent employer	
Name:  Position:  Address:  Telephone Number:	Name:  Position:  Address:  Telephone Number:
<p>Declaration</p> <p>I declare that the information contained in this form is true and accurate and that I have answered all questions fully. I understand That if any of the details provided are later found to be untrue, the company shall be entitled to terminate my employment or Withdraw any offer made.</p> <p>Signed.....Date .....</p>	
<p><b>DATA PROTECTION</b></p> <p>Please note that the information on this form may be held on record. Strict confidence will be observed and disclosure will only be made for Payroll and Personnel administrative procedures. This information may also be disclosed if requested by the Fair Employment/ Industrial Tribunal</p> <p><b>To: Personnel Dept. McGrath Group, Lisnagarvagh House, Lissue Road, Lisburn, BT28 2SU</b></p>	