

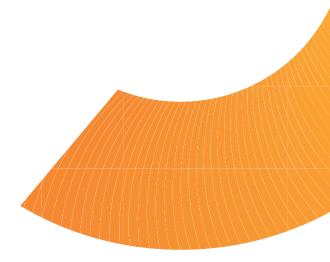
GPS

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CO THE POWER OF PRINT

CONFIDENTIAL APPLICATION FOR EMPLOYMENT - WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Position Applied for Reference No. (Office use)

Please complete in BLOCK letters and delete where appropriate

PERSONAL DETAILS

Surname	Forename(s)					
Home Address						
Post Code	Tel. No. Evening	Day				
Email Address		Mobile No.				
National Insurance No						
Are you a non-EC National? YES NO	If a non-EC National, do you hold a current UK Work Permit or a Right to work Visa?	YES NO				
Do you have a clean, current driving licence?	YES NO Do you have access to	a car? YES NO				
If no, please give details of last offence/penalty	points					
Have you been convicted of any criminal offences which are not yet spent under the provisions of the Rehabilitation YES NO Offenders (NI) Order 1978? (NB: note motor offences and road traffic offences are criminal offences)						
If yes, please give details						

EDUCATION

ease give full particulars of all further educational qualifications. egree/Diptoma/Certificate Month/Year Ol tase specify any Professional qualifications, Membership obtained including dates awarded. warding Body Degree of Membership Method of Entry ditional Training (Vocational Training), Qualifications and Apprenticeships.	fications, Membership obtained including dates awarded. Degree of Membership Method of Entry Date	evel Attained	Subje	ects Passed		Grade	Date/Yea
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ourse Attended Qualification	Date						Date

EMPLOYMENT HISTORY

Present Post						
Name, address and business of employer	From (date)	To (date)	Job title and summary of responsibilities	Reason for leaving/ Notice period		
			Present Salary			
Previous Posts			Tresent datary			
			MOST RECENT POSITION. If work is part time or volunta	ry please indicate.		
Name, address and business of employer	From (date)	To (date)	Job title and summary of responsibilities	Reason for leaving/ Notice period		
If you have not named your curren	t employer	(or if unem	ployed your previous employer) please state why.			
Any further information regarding	previous p	osts.				

Why do you wish to leave your present position?
Have you ever been dismissed from any employment? YES NO f yes, please give details
Have you previously applied for a position or been employed within GPS? YES NO fyes, please give details
Please state how your experience to date has a bearing on your present application.
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Provide details of any other skills/abilities/experience/specialist knowledge etc that are relevant to this position. (e.g. Courses attended, expertise & competence gained through voluntary work, hobbies at home or at university).

REFEREES

Please give the name and addresses of two persons not related to you from whom references may be sought. One of these MUST be your present or a past employer who has knowledge of you in a work situation and is able to comment on your ability to carry out the particular tasks of the job which you have applied for. Candidates applying for their first job should give the name and address of their Head Teacher or a Lecturer.

Name	Name
Address	Address
Address	Address
Tel. No.	Tel. No.
Occupation	Occupation
DATA PROTECTION ACT	
All personal data in this application will be held only so long as necessar. Act. By signing this form you consent to our processing of your personal	ary and will be processed lawfully in accordance with the Data Protection II data.
DECLARATION	
I hereby declare that the information given in this application is, to the be misrepresentation by me will lead to the withdrawal of any offer of empliability to the Company other than for any services rendered.	
SIGNATURE	DATE
FOR OFFICE USE ONLY	
REFERENCE CHECK	
1st INTERVIEW BY:	DATE:
2nd INTERVIEW BY:	DATE:

GPS 66890 Dec 2016

EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE - PRIVATE & CONFIDENTIAL

Please ensure that you complete in full the attached monitoring questionnaire.

Failure to do so may result in your application being rejected.

APPLICANT REFERENCE NO. ______ (for office use only)

In	In order to ensure that its Equal Opportunities Policy is being implemented effectively the company monitors all employees and applicants.							
	PLEASE ANSWER THE FOLLOWING QUESTIONS BY TICKING THE APPROPRIATE BOX. YOUR APPLICATION WILL NOT BE CONSIDERED IF THIS QUESTIONNAIRE IS NOT COMPLETED AND RETURNED WITH YOUR APPLICATION FORM.							
PL	EASE INDICATE THE COMMUNI	ITY TO WHICH YO	OU BELONG.					
l a	m a member of the Protestant C	Community						
La	m a member of the Roman Cath	nolic Community						
l a	m a member of neither the Prot	estant or Roman	Catholic Community					
1.	My gender is							
	MALE		FEMALE					
2.	My martial status is							
	MARRIED		SINGLE		OTHER			
3.	My family status is							
	No caring responsibilities		Care for children					
	Care for other relative		Other (Please Specify)					
4.	Under the Disability Discrimina has a substantial or long term		5 a disabled person is		n "A physical or mental impairment, which tivities"			
	Having read this definition, do	you consider you	ırself to have a disabil	lity?				
	YES		NO					
5.	How would you describe your i	race?						
	BLACK AFRICAN		IRISH TRAVELLER					
	BANGLADESHI		PAKISTANI					
	BLACK CARIBBEAN		WHITE					
	CHINESE		MIXED RACE					
	INDIAN		OTHER (Please Specify)					
6.	What is your date of birth?	?						

THE INFORMATION YOU GIVE WILL BE TREATED IN THE STRICTEST CONFIDENCE AND WILL NOT BE USED FOR ANY PURPOSE OTHER THAN MONITORING THE COMPANY'S EQUAL OPPORTUNITIES POLICY.



EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE

EXPLANATORY NOTES

This employer is committed to providing equality of opportunity for all job applicants. These notes explain the purpose of the questionnaire, the information to be provided and the way that the information will be used.

- 1. The questionnaire monitors your religious, gender, marital status, family status, disability, age and race.
- 2. To ensure the confidentiality of this information the questionnaire has been given an identifying number. Only the monitoring officer will be able to identify this number. Your name should not be written on this questionnaire.
 - You should not allow anyone else to use this questionnaire. If you should accidentally lose or destroy your questionnaire, contact the Monitoring officer, for a copy.
- 3. The information collected in this questionnaire provides us with very useful information on the profile of individuals applying to the company for jobs. The information will be used to measure the effectiveness of the company's equal opportunities policy and will assist us to develop and review positive/affirmative action policies.
- 4. The Monitoring information will form no part of the selection process, except when it applies to Disability Discrimination Act 1995, and is confidential except in limited circumstances.
- 5. Under Fair Employment (NI) Act 1989, the council is required to monitor the community background of its employees and applicants for vacant jobs. We are therefore asking you to indicate the community to which you belong, i.e. The Protestant Community, The Roman Catholic Community or Neither Community.
- 6. The information on the questionnaire will be stored in a confidential and secure filing cabinet, which can be assessed only by the monitoring officer.

The monitoring system will be concerned only with statistical analysis and will not identify individuals.

IF YOU HAVE ANY QUERIES REGARDING THE MONITORING QUESTIONNAIRE, PLEASE CONTACT THE MONITORING OFFICER.