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APPLICATION FOR EMPLOYMENT

TO 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 of Offenders (NI) Order 1978? (NB: note motor offences and road traffic offences are criminal offences) YES ☐ NO ☐

If yes, please give details _____

EDUCATION

Please give full particulars of all secondary level educational qualifications.

Please give full particulars of all further educational qualifications.

Degree/Diploma/Certificate	Month/Year Obtained

Please specify any Professional qualifications, Membership obtained including dates awarded.

Awarding Body	Degree of Membership	Method of Entry	Date

Additional Training (Vocational Training), Qualifications and Apprenticeships.

Course Attended	Qualification	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

Please list all your work history BEGINNING WITH THE MOST RECENT POSITION. If work is part time or voluntary please indicate. A continuation sheet may be attached if necessary.

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 current employer (or if unemployed your previous employer) please state why.

Any further information regarding previous posts.

If yes, please give details

If yes, please give details

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
Tel. No.	Tel. No.
Occupation	Occupation

DATA PROTECTION ACT

All personal data in this application will be held only so long as necessary and will be processed lawfully in accordance with the Data Protection Act. By signing this form you consent to our processing of your personal data.

DECLARATION

I hereby declare that the information given in this application is, to the best of my knowledge, true and correct. I also agree that any misrepresentation by me will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation of liability to the Company other than for any services rendered.

SIGNATURE		DATE	
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FOR OFFICE USE ONLY

REFERENCE CHECK

1st INTERVIEW BY:	DATE:
2nd INTERVIEW BY:	DATE:

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 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.

PLEASE INDICATE THE COMMUNITY TO WHICH YOU BELONG.

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 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 Discrimination (NI) Act 1995 a disabled person is defined as a person with "A physical or mental impairment, which has a substantial or long term adverse effect on their ability to carry out normal day to day activities"

Having read this definition, do you consider yourself to have a disability?

YES ☐ NO ☐

5. How would you describe your 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.