



**APPLICATION FORM**  
**(Please complete in Black Ink)**

**POSITION APPLIED FOR** \_\_\_\_\_

<b>MR/MRS/MISS/MS:</b>  <b>SURNAME:</b>	<b>FORENAMES</b>
<b>ADDRESS:</b>  <b>POSTCODE:</b>	<b>MAIDEN NAME:</b>  <b>DATE OF BIRTH:</b>
<b>ADDRESS FOR CORRESPONDENCE (IF DIFFERENT)</b>  <b>POSTCODE:</b>	<b>HOME TELEPHONE NUMBER:</b>  <b>DAYTIME TELEPHONE NUMBER:</b>
<b>DO YOU HAVE THE RIGHT TO WORK IN THE UK EITHER THROUGH BIRTH OR PERMIT? (TICK APPROPRIATE BOX)</b>  <b>BIRTH</b> <input type="checkbox"/> <b>PERMIT</b> <input type="checkbox"/> <b>PERMIT NUMBER:</b>	
<b>NATIONAL INSURANCE NUMBER:</b>	

**Please return form to:** The Appointments Secretary  
Modern Tyre Service  
56 Tempo Road  
Enniskillen  
BT74 6HR

**GENERAL EDUCATION**

**Dates Attended**

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<b>Primary School</b>	<b>From</b>	<b>To</b>
<b>Grammar School</b>	<b>From</b>	<b>To</b>
<b>Secondary School</b>	<b>From</b>	<b>To</b>

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**EXAMINATIONS PASSED**

<b>CSE/GCE/GCSE (Please state which)</b>			<b>A' Levels</b>		
<b>Subject</b>	<b>Grade</b>	<b>Year</b>	<b>Subject</b>	<b>Grade</b>	<b>Year</b>

<b>RSA/OTHERS (Please state which)</b>		
<b>Subject</b>	<b>Grade</b>	<b>Year</b>

**FURTHER EDUCATION**

Give Name of Further Education College or University Attended:

\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Examining Body	Subject	Grade	Year

**Degrees or Diplomas**

Please list Degrees or Diplomas giving details of classification/type of pass and year

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Professional Qualifications (by examination)**

**Professional Body:**

Please list examinations and year passed, subjects taken and dates

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Membership of any professional bodies (state grade of membership)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Give Details of any current studies**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Account here for any time since leaving school/college or university, not already covered**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**PREVIOUS POSITIONS AND EMPLOYMENT**

Start from when you left school/college and end with your most recent employment and give in chronological order of previous posts held. Include any work done in a voluntary capacity.

<b>EMPLOYER</b>	<b>POSITION/ GRADE</b>	<b>DUTIES (BRIEFLY)</b>	<b>DATES FROM TO</b>		<b>REASON FOR LEAVING</b>

(Continue on a separate sheet if necessary)

**SKILLS, EXPERTISE AND ABILITIES**

Describe any skills, expertise and abilities that you have acquired, relevant to this application, including those gained through voluntary work or in the home.

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**MEDICAL HISTORY**

Please give brief details and approximate dates of any periods of sickness during the past two years.

<b>Reason for Sickness</b>	<b>Length of Absence From Work</b>

Do you hold a current full driving licence? Yes  No

Do you have any condition/ impediment that may affect your ability to fulfil the job you are applying for?

Yes  No

If your answer is YES, please give full details

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**ARRANGEMENTS FOR INTERVIEW**

If you have any physical condition that would require special arrangements to be made for you to attend interview, please indicate what arrangements would be necessary.

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**PLANNED HOLIDAY ARRANGMENTS**

If you have any planned holiday arrangements please indicate:-

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

Modern Tyre Service would like to point out that they are under no obligation to make special arrangements to suit planned holidays but will, where possible endeavour to do so.

**REFEREES**

Please name two referees, not relatives, one at least of whom should have knowledge of your present work and be in a supervisory/managerial capacity and who will be contacted for a report (or a school if you have not been employed).

References will be sought **after short-listing**.

<p><b>1. Name</b> _____</p> <p><b>Address</b> _____</p> <p>_____</p> <p>_____</p> <p><b>Designation</b> _____</p>	<p><b>2. Name</b> _____</p> <p><b>Address</b> _____</p> <p>_____</p> <p>_____</p> <p><b>Designation</b> _____</p>
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**DECLARATION AND SIGNATURE**

The information provided on this application form will be used in the recruitment process and it may form the basis of some personnel records for the successful applicant(s). Records of the selection process will also be kept for a period of time after the recruitment process is completed. By signing this form, you have given permission for this personal information to be stored and processed for the purposes of arriving at a selection decision and for sensitive data to be monitored for the purpose of equality monitoring.

The above particulars are complete and correct to the best of my knowledge and belief.

Should any of the above particulars be found to be incorrect I understand that my application will be rejected or if appointed I will be dismissed or face disciplinary action.

**Usual Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicants should note that only information contained on this form will be considered at Short Listing Stage.**

APPLICATION REFERENCE NUMBER

### STATEMENT OF COMMUNITY AFFILIATION

The section below asks you to provide information on your community affiliation and gender. We wish to explain why.

We are fair employers. We practice equality of opportunity in employment. We do not discriminate on the grounds of religious belief, gender, political opinion or on any other grounds whatsoever. Most important of all we operate the merit principle, i.e. we select the best person for the job, or promotion/training opportunity.

We wish to show that we are fair employers. We wish to demonstrate – clearly and openly – our commitment to equality of opportunity in employment. We are also required by law to submit an annual report to the Equality Commission.

To do so we need to monitor the community affiliation and gender of our employees and job applicants so we are asking you to assist us to do so by indicating which community you belong to and your gender.

This sheet will be held separately by the Organisation and the information on it will **NOT** be available to staff carrying out recruitment for the position(s) in hand.

1. Please indicate which community you belong to (circle the appropriate answer below)

**Protestant**

**Roman Catholic**

**Neither Protestant nor Roman Catholic**

2. Please indicate your gender (circle as appropriate)

**Male**

**Female**

All information that you supply will be treated in the strictest confidence and protected from misuse.

It will be used for the purpose of monitoring our Equality of Opportunity in Employment Policy and the completion of our annual return to the Equality Commission. Please note that it is a criminal offence to supply false or misleading information for monitoring purposes.

When you have completed this statement place it in the envelope provided and return it with your application form. Please **DO NOT** write your name anywhere on this form.

Thank you for your co-operation