



Employment Application Form



Cookstown | Mallusk | Castlereagh

Post applied for: Ref Number: (for office use)

Please write clearly or type and make sure that you complete all sections fully and honestly.
Please demonstrate how you meet the criteria of the role as advertised. The information you supply on this form will be treated in confidence.

1. Personal DetailsTitle: ☐ Miss ☐ Mr ☐ Mrs ☐ Ms (please tick appropriate box)Last name: First name: Address:

Postcode: Home telephone No: Mobile telephone No: Email address:

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes ☐ No ☐

Driving Licence – if relevant to post applied for.

Do you hold a current, full driving licence valid in the UK? Yes ☐ No ☐Licence Type (Categories): Endorsements:

If you are successful, you will be required to provide relevant evidence of the above details prior to your appointment.

2. Present Employment

Name & address of employer:

Job title:

Date of appointment:

Brief description of duties:

Period of notice:

Last day of service: (if no longer employed)

Reason for leaving: (if no longer employed)

3. Previous Employment

Name & address
of Employer

Job Title

Dates
(from-to)

Reasons
for leaving

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(continue on a separate sheet if necessary)

4. Education, Training & Professional Qualifications

School, College,
University etc.

Level: eg. GCSE,
Degree etc.

Subjects / Course

Qualification &
Grades obtained

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(continue on a separate sheet if necessary)

Other Qualifications:

(please use this section to explain in detail how you meet the criteria as advertised)

5. Personal Statement

Abilities, Skills, Knowledge and Experience:

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(please use this section to explain in detail how you meet the criteria as advertised)

6. References

Please give the names, addresses and contact telephone numbers for two of your employers whom we have your permission to contact.

Reference One

Name:			
Address:			
	Postcode:		
Tel No:		Email:	

Reference Two

Name:			
Address:			
	Postcode:		
Tel No:		Email:	

7. Declaration

Statement to be signed by the Applicant:

I confirm that the information given is complete and correct. I understand and accept that a candidate found to have given untrue or misleading information or to have wilfully suppressed any material fact may be liable to disqualification, or if employed, to dismissal.

Signed:		Date:	
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8. Returning This Form

By Hand or Post: HR Department, KDM Hire Ltd., 11 Killycolp Road, Cookstown,
Co. Tyrone BT80 9AD

By Email: hr@kdmhire.com

Enquiries: 028 8676 6633

Fair Employment Monitoring Questionnaire



If you have any problems completing this form please contact our head office on **028 8676 6633**

Please email completed application form to **hr@kdmhire.com**

Alternatively send via post to:

HR Department, KDM Hire Ltd., 11 Killycolp Road, Cookstown, Co. Tyrone BT80 9AD

Ref Number: (for office use)

Introduction

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.

We encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

Community Background

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Please indicate the community to which you belong by putting an X in the appropriate box below:

I am a member of the Protestant community ☐

I am a member of the Roman Catholic community ☐

I am not a member of either the Protestant or the Roman Catholic communities ☐

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

Sex: Please indicate your sex by putting an X in the appropriate box below:

Male ☐

Female ☐

Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.

