

Job Application Form



Private and Confidential

Failure to complete this application form correctly and in full may lead to your application not being processed further

Position Applied For (Inc Ref No.)

I am available for (please choose)

Full Time Part Time Casual

How did you hear about this position?

Company Website Job Centre Website Shop Other : _____

Personal Information

Title: Mr/Mrs/Miss/Ms/ Other _____			
First Name(s)		Last Name:	
Address:			
County:		Postcode:	
Home Tel:		Mobile Tel:	
Email Address:			
National Insurance No:			

Current Driving Licence

Do you hold a current Driving Licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Category Groups		
Expiry Date		
Details of Endorsements		

Are there any restrictions on you taking up employment in the UK? Y / N

If yes please provide details:

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Criminal record

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders (Northern Ireland) Order 1978. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory disclosure of criminal records.

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Previous Positions

Please list all your work history beginning with the most recent. Please indicate part-time or voluntary work.

From (MM/YY)	To (MMYY)	Name & Address of employer	Position held	Reason for Leaving

Please continue on a separate sheet if necessary.

Please give details of your main extra-curricular activities and interests.

Please use this space to say why you are interested in the post for which you have applied and mention anything else which supports your application

Please continue on a separate sheet if necessary.

References

Please note here the names and addresses of two persons from whom we may obtain both character and work experience references. *We will only contact your references if you are successful and accept the position offered.*

Referee 1

Name			
Address		Post Code	
Telephone No			
Email Address			
Occupation:			

Referee 2

Name			
Address		Post Code	
Telephone No			
Email Address			
Occupation:			

Christies Direct is an Equal Opportunities Employer and welcomes applications from all sections of the community, irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation, or whether applicants have dependants.

**Please place this form in an envelope and return it to the
HR Department, Christies Direct, 16 Finvoy Road, Ballymoney Co Antrim, BT53 7JE**

Declaration (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter.
3. I agree that should I be successful in this application, I will, if required, apply for a disclosure of criminal records. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Please tick to confirm you understand that information will be processed in accordance with GDPR legislation and will be kept on file for 1 year from date of signature.

Please tick if you wish for your application to be destroyed securely if you are not successful and your records not held on file for 1 year.

Signed: _____

Date: _____