Job Application Form

Position Applied For:	
Reference No:	
Applicant Name:	

Applicants must clearly outline on their application forms how their qualifications and experience meet each of the essential and preferred criteria.

To ensure equality of opportunity for all applicants:

- Applications should be completed in no smaller than size 10 font.
- Applications by fax are not acceptable unless by prior agreement with HR;
- Please note the monitoring form is regarded as part of your application and should be completed and returned with your application form.
- If you have a disability and this precludes you from completing this application form and / or submitting it by the closing date, please contact the HR department for alternative arrangements and / or reasonable adjustments.

Do not submit a CV unless otherwise asked in the advertisement to do so, as it will not be considered.

Late or incomplete applications will not be considered.

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Personal Details

Title (Mr/Mrs/Ms etc)	Surname	Forename(s) (Please underline name by which you are known)
Address	Home Tel No	Work Tel No
	Mobile Tel No	E-Mail Address
Postcode	Do you hold a current full driving licence? (YES/NO)	Do you have the use of a vehicle for business purposes **OR** have access to a form of transport which will enable you to meet the requirements of the post in full? (YES/NO)

Education & Qualifications

Please give details of qualifications obtained at secondary and further and higher education level. Successful applicants will be asked to supply original certificates upon offer of employment.

Secondary level:

Date: from	To	Type of School/College	Subject	Examinations Passed		
				Level	Grade	Date awarded

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Further and higher education:

Date: from	To	Type of College/University	Subject	Examinations Passed		
				Level	Grade	Date awarded

Membership of professional institutions/associations (Please give details of joining date, status held and membership numbers)	

Additional Qualifications and Training:
Please provide details of any additional qualifications and training you have undergone.

Qualification/Training	Dates (from – to)	Achievements

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Employment History:

Please outline your career history to date beginning with your most recent employment. **Please provide reasons for any gaps in employment.**

Name of Current Employer	Nature of Organisation and Business Sector	Title of Position(s) Held
Job Title of Line Manager(s)	Dates (Month and Year) From –To	Reason for seeking to leave
Principal Duties of Post(s) Held		

Name of Previous Employer	Nature of Organisation and Business Sector	Title of Position(s) Held
Job Title of Line Manager(s)	Dates (Month and Year) From -To	Reason for leaving
Principal Duties of Post(s) Held		

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Name of Previous Employer	Nature of Organisation and Business Sector	Title of Position(s) Held
Job Title of Line Manager(s)	Dates (Month and Year) From -To	Reason for leaving
Principal Duties of Post(s) Held		

Name of Previous Employer	Nature of Organisation and Business Sector	Title of Position(s) Held
Job Title of Line Manager(s)	Dates (Month and Year) From -To	Reason for leaving
Principal Duties of Post(s) Held		

Please provide details of any other employment by continuing on a separate sheet if necessary

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Selection Criteria:
As part of the application process you are required to provide specific examples below of how you meet the essential and desirable criteria. This information will be used to assess your suitability for the post and so you should therefore complete in as much detail as possible. Failure to provide sufficient information/detail may risk your application not being short-listed.

Essential Criteria:

Other Relevant Information

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Disability

Please specify if you have a disability which requires any adjustments to be made in order for you to participate in the recruitment process (i.e assessment day or interview), and/or to perform the duties of the post applied for. Please provide details of any adjustments required.

Referees

Please supply details of two **previous employers** (including current/most recent employer), who have agreed to act as referees, neither of whom should be related to you. It is not our policy to contact referees prior to offer of employment; however should we require to do so we shall seek permission from the applicant beforehand.

Current/most recent employer
Name:
Job Title:
Company Name:
Address:
e-mail:
Telephone:

Previous employer
Name:
Job Title:
Company Name:
Address:
e-mail:
Telephone:

Length of Notice required	

Restrictions on Employment

Are there any restrictions to you working in the UK? **YES / NO** (please delete as appropriate)

If yes; please provide details and include expiry date of any visa's or work permits

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Access NI

Due to the nature of works carried out by the LM Services NI Ltd an Enhanced Disclosure Certificate may be required prior to commencement of employment.

Information obtained on Access NI Certification will not be used unfairly and materials stating there is a criminal record will not necessarily be a bar to obtaining a position.

Please contact us to obtain a copy of Access NI Approved Code of Practice.

LM SERVICES NI LTD POLICY ON THE RECRUITMENT OF EX-OFFENDERS

Policy Statement

1. LM Services NI Ltd complies fully with the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by AccessNI under Part V of the Police Act 1997, for the purposes of assessing Applicant's suitability for employment purposes, voluntary positions, licensing and other relevant purposes. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed.

2. This policy is made available to all Disclosure applicants at the outset of the recruitment process.

3. LM Services NI Ltd are committed to equality of opportunity (see separate Equal Opportunities Policy) to following practices, and to providing a service which is free from unfair and unlawful discrimination*. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability political opinion or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.

4. LM Services NI Ltd actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on those who meet the required standard of skills, qualifications and experience as outlined in the essential and desirable criteria.

5. We will request an AccessNI Disclosure only where this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position and having considered the relevant legislation which determines whether or not a Standard or Enhanced Disclosure is available to the position in question. Where an AccessNI Disclosure is deemed necessary for a post or position, all applicants will be made aware at the initial recruitment stage that the position will be subject to a Disclosure and that LM Services NI Ltd will request the individual being offered the position to undergo an appropriate AccessNI Disclosure check

6. In line with the Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979 (as amended in 2014), LM Services NI Ltd will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure.

7. We undertake to ensure an open and measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned e.g. the individual is applying for a driving job but has a criminal history of driving offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the conditional offer of employment.

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LM SERVICES NI LTD POLICY
ON THE RECRUITMENT OF EX-OFFENDERS

8. LM Services NI Ltd may consider discussing any matter revealed in a Disclosure Certificate. We are only able to discuss what is contained on a Disclosure Certificate, and not what may have been sent under separate cover by the Police, with the subject of that Disclosure before considering withdrawing a conditional offer of employment.

9. We ensure that all those in LM Services NI Ltd who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure information. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders (Northern Ireland) Order 1978).

10. We undertake to make every subject of an AccessNI Disclosure aware of the existence of the Code of Practice, and to make a copy available on request.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH LM SERVICES NI LTD. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES OR OTHER INFORMATION CONTAINED ON A DISCLOSURE CERTIFICATE OR PROVIDED DIRECTLY TO US BY THE POLICE.

*We are only able to discuss what is contained on a Disclosure Certificate and not what may have been sent under separate cover by the Police.

Paul Dempster
Director

19/07/2016

Declaration
I declare that the information contained in this application is true and accurate. I understand if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice. I agree that should I be successful in this application, I will, if required, apply for a disclosure of criminal records.

If you wish to submit your application via email, please tick the below to confirm that the information provided is correct, otherwise please sign the declaration below. ☐

I declare that the foregoing particulars are complete and correct to the best of my knowledge and belief.

Signed _____

Date _____

PLEASE NOTE: Any candidate found to have knowingly given false information, or to have wilfully suppressed any material fact will be liable to disqualification, or if appointed, to dismissal. I declare that the information above is complete and correct to the best of my knowledge.

Signed:_____ **Date:** _____