

# APPLICATION FORM

REF NO:

## POSITION APPLIED FOR

Full Time

Part Time

Position

## PERSONAL DETAILS

Title Mr  Ms  Mrs  Miss  (Tick as appropriate)

Surname

Address

Forename(s)

Telephone No

Mobile No

Notice Period

Postcode

Planned Holidays (at time of application)

Can you legally work in the UK?

Yes

No

## QUALIFICATIONS / TRAINING COURSES

NAME OF COURSE / QUALIFICATION	LEVEL (GCSE, A LEVEL ETC)	GRADE	YEAR

## DISCIPLINE

Have you ever been dismissed from previous employment or received a disciplinary hearing in the last 12 months?

Yes

No

If yes, please provide details below:

**EMPLOYMENT HISTORY** - Please detail below your employment history, starting with your most recent employer.

<b>DATES WORKED</b>	<b>EMPLOYER</b>	<b>POSITION HELD</b>	<b>REASON FOR LEAVING</b>

**ABSENCE DUE TO SICKNESS** - Please give details of any absences due to sickness in the last 12 months.

**ADDITIONAL / SUPPORTING INFORMATION** - Please use this section to explain why you feel you are suitable for this position, highlighting relevant experience and abilities. This section can also be used for any additional information that you believe is relevant to support your application.

**DECLARATION**

I can confirm that the information I have given above is true and correct and I understand that any false information or omissions could make an offer of employment invalid or lead to termination of employment.

SIGNED:

DATE:

**OFFICE USE**

Date Received: ..... Date Logged: .....  
Shortlisted: YES / NO Reason Not Shortlisted: .....  
Interview Date & Time ..... Successful: YES / NO

**DUE TO THE LARGE VOLUME OF APPLICATIONS JMT DIRECT CANNOT RESPOND TO EACH APPLICATION. THE COMPANY WILL ONLY CONTACT THOSE CANDIDATES WHO THEY FEEL ARE SUITABLE FOR INTERVIEW.**

# MONITORING FORM

REF NO:

## MONITORING FORM

JMT Direct is an equal opportunities employer. The company monitors the applications it receives for jobs in order to ensure that its recruitment practices promote equality of opportunity as required by the Fair Employment and Treatment (NI) Order 1998.

This information will be treated in the strictest of confidence and protected from misuse, and will not form part of your application. Please indicate your community background, by ticking the appropriate box.

I am a member of the Roman Catholic Community

I am a member of the Protestant Community

I am neither a member of the Protestant or Roman Catholic Community

Please also indicate whether you are:

Male

Female

Do you consider yourself to have a disability which may have an impact on the post you have applied for?

Yes

No

If you have a disability please indicate below any adjustments or facilities you require.

Have you ever been convicted of a criminal offence, other than those considered spent under the rehabilitation of offenders NI Order 1979?

Yes

No

If yes, please give full details below:

Unprejudiced consideration will be given to candidates who declare criminal convictions. Only offences considered to be manifestly incompatible with the post in question will be taken into account.

If you do not complete this questionnaire, we will be unable to process your application.

PLEASE NOTE: It is an offence, under the Fair Employment and Treatment (NI) Order 1998, to give false information to an employer who is seeking information from job applicants. This information will be held separately from your application form and employment file and is for monitoring purposes only. It will not be made available to those considering your application for employment.

**Thank you for your co-operation.**