



# Application for Employment:

**PRIVATE AND CONFIDENTIAL**

**Please complete in BLOCK CAPITALS**

Job Reference Number:

Applicant Reference Number:

Position applied for:

Purchasing Administration Clerk

How did you hear of this vacancy? (include date) \_\_\_\_\_

## A. PERSONAL PARTICULARS

|  |   |  |  |  |  |  |
|--|---|--|--|--|--|--|
| Full Name: Mr/Ms/Mrs/Miss  |   |  |  |  |  |  |
| Address:   | Telephone Number (including STD Code)<br>Home:<br>Mobile:<br>Business:<br>(Tick box if you do not want to be contacted at work). <input type="checkbox"/> |  |  |  |  |  |
| e-mail address:  | Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview.                        |  |  |  |  |  |
| N.I. Number:<br><table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table> |   |  |  |  |  | Do you have the right to work in the United Kingdom?<br><br>Yes/No |
|  |   |  |  |  |  |  |
| Date of Birth:<br><table border="1"><tr><td></td><td></td><td></td></tr></table>                 |   |  |  |  |  |  |
|  |   |  |  |  |  |  |

Job Roles within Glenkrag: In General Office positions the successful applicant will be required to work for long periods of time with Display Screen Equipment. Some light manual handling duties will also be required.

Is there anything concerning your medical history or state of health that is relevant to your application? Yes/No

If you answer Yes: Please give brief details.

**B. EDUCATION AND QUALIFICATIONS**

QUALIFICATIONS: Please give details of examinations attempted and results (including any examinations failed)

| Name(s) and Address(es)<br>of School(s)/College(s) | Dates |    | Subject/Courses<br>Studied & Level | Examination Result/<br>Grade (include any<br>examinations failed) |
|--|-------|----|------------------------------------|---|
|  | From  | To |                                    |   |
|  |       |    |                                    |   |

FURTHER AND HIGHER EDUCATION: Please give details of all further and higher education since leaving school including training courses and details of qualifications.

| University/College/<br>Institute Attended | Dates |    | Subjects Studied<br>Type of Training | Qualifications<br>Obtained |
|---|-------|----|--------------------------------------|----------------------------|
|   | From  | To |                                      |                            |
|   |       |    |                                      |                            |

PROFESSIONAL ASSOCIATIONS: Please state whether you are a member of any technical or professional association, and if so, which:

FOREIGN LANGUAGES: Please list any foreign languages you speak and your level of competence, both oral and written:



#### D. SUPPLEMENTARY INFORMATION

Please give details of any experience, skill or achievements which you feel may be relevant in your application for employment. (Continue on separate sheet if necessary).

Please give dates of any holidays arranged:

Are you currently subject to any contractual "restraints of trade" clauses? Yes / No

If Yes, please give further information:

Do you have any commitments which might limit your working hours? Yes / No

If Yes, please give details:

Are you willing to work overtime and weekends when required? Yes / No

Have you ever been convicted of a criminal offence: (which is not a spent conviction under the Rehabilitation of Offenders Legislation). Yes / No

If Yes, please give further information:

Salary Range Expected:

How much notice are you required to give to leave your present employment?

Have you worked for us before? Yes / No

If Yes, give details of reason for leaving:

Please list your interests, sports, hobbies, etc.

Do you have a current full driving licence? Yes / No

Does your licence have any current endorsements? Yes / No

If Yes, please give further information:



**E. REFERENCES**

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these must normally be a previous employer).

Can we approach your present/most recent employer? Yes / No

(Tick in box if you do not wish your employer to be contacted before an offer of employment is made)

| Name, Position, Address and Telephone Number | Name, Position, Address and Telephone Number |
|--|--|
|  |  |

**DECLARATION OF APPLICANT**

I confirm that the above information is correct.

I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**INTERVIEW RECORD**

|  |  |
|--|--|
| Interviewed by:                                | Date:  |
| Comments/Areas to Examine:                     |  |
| Decision:                                      | Reject <input type="checkbox"/> Further Interview <input type="checkbox"/> Accept <input type="checkbox"/> |
| (Tick as applicable)                           |  |
| Interviewer's report and reasons for decision: |  |
| Rejection letter sent: Yes / No                |  |

**APPOINTMENT RECORD (To be completed where there has been an offer of employment).**

|  |  |
|--|--|
| <b>CONDITIONAL OFFER LETTER</b><br>Date sent:<br>Response:<br>Acceptance/Refusal/No reply        | <b>REQUESTS FOR REFERENCES</b><br>Date sent:<br>Response:<br>Good/Satisfactory/No Reply/Suspect/Unsuitable |
| <b>MEDICAL/MEDICAL REPORT</b><br>Date sent:<br>Response:<br>Good/Satisfactory/Suspect/Unsuitable | <b>RIGHT TO WORK IN U.K.</b><br>Appropriate documentary evidence checked.                                  |
| Starting Date:                      Grade:<br>Starting Salary:                                   | Job Title:<br>Personnel/Clock Number:  |



## GLENKRAG LTD

Company Registration No. N.I. 21130  
Wholesalers to the Pet & Garden Trade

*ESTABLISHED 1980*

Unit 7E Kilroot Park, Larne Rd, Carrickfergus  
Co. Antrim, BT38 7PR, N.Ireland  
T: 0(044) 2893 351491  
F: 0(044) 2893 351920  
W: www.glenkrag.co.uk

To Comply with the legal requirements of the fair employment act, we would be grateful if you would complete the below form and return it in a separate envelope marked "MONITORING OFFICER" – Please do not put your name on this return

### Monitoring Questionnaire

*Private & Confidential*

Ref No:

We are an equal Opportunities Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Protestant or Catholic. We are therefore asking you to indicate your community background by ticking the appropriate box below.

I am a member of the Protestant community

I am a member of the Roman Catholic Community

I am a member of neither the Protestant nor the Roman Catholic Community, ie. Muslim, Hindu Please State

\_\_\_\_\_  
Please state the names of Primary Schools attended:

\_\_\_\_\_

\_\_\_\_\_

Please indicate whether you are: Female:  Male:

If you do not complete this questionnaire, we are encouraged to use the "residuary" method, which means that we can make a determination on the basis of personal information on file/ application form.

**Note: It is a criminal offence under the legislation for a person to give "false information ... in connection with the preparation of the monitoring return"**