

Vacancy Application Form

- Please write clearly.
- All information will be treated in confidence and will be used by DfC staff / employers to assess your suitability for the job.
- Failure to complete this application form correctly and in full may lead to your application not being processed further.

Vacancy Closing Date

The Vacancy

Name of the company

Job applied for

Job reference number

About Yourself

Surname Title.....

Forename/s

Address

..... Postcode.....

Country of Birth

Home/Mobile telephone number

Business telephone number (if any)

Email Address

Do you hold a current driving licence? Yes No

Are you a car owner or do you have use of a car? Yes No

If you have a disability which requires reasonable adjustments at the selection interview, or which needs to be taken into account when considering your application please let us know. Reasonable adjustments would include sign language interpreters, altering the time of the interview or making the interview room accessible for you.

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Your Qualifications

Type of Exam (GCSE, A Level etc)	Date Taken	Subject	Grade

Verification of qualifications may be sought by the employer.

Other information

(Any other evidence to support your application. For example, any experience relevant to the Job you are applying for.)

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Hobbies and Interests (Please give details)

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Character References

Provide below the name, address and occupation of two responsible persons who know you well in private life and who are willing to answer questions about your character. For example, one referee could be a previous employer and the other one a family friend or neighbour. They should not be a relative.

Name

Address

.....

.....Postcode.....

Occupation.....

Tel. No

Name

Address

.....

.....Postcode.....

Occupation.....

Tel. No

Employment History

Provide below details of your full employment history, starting with your present or most recent job.

Name and Address of employer	Date started	Date Ended	Position Held (Give brief description of duties)	Reason for Leaving

* Use additional paper if required

Do you have any objections to contact being made with your present or past employer?

Yes No

CONVICTIONS: Unprejudiced consideration will be given to candidates who declare criminal conviction(s). Only offences which are manifestly incompatible with the post in question will result in candidates being excluded from consideration.

Have you ever been convicted of a criminal offence (other than those that would be considered spent under the Rehabilitation of Offenders Order (NI) 1978)?

Yes No

Please give details

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PLEASE NOTE: Spent convictions will have to be declared for some positions (e.g. work involving substantial access to children or vulnerable adults). If you are applying for such work you will be asked to complete an additional vetting form.

Unemployed applicants, in receipt of benefit, should be aware that the Department will contact employers to confirm receipt of the application form, attendance at interview and if appropriate the outcome of the interview.

Declaration

I declare that the information that I have given is correct

Signed Date

The Department does not warrant or guarantee the accuracy or completeness of information supplied by the applicant.

This section STAFF USE ONLY

Please send the completed form to: by.....(Date)

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