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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Information** | | | | | | | | | | | | | |
| Full Name | |  | | | Title  (Mr, Mrs, Miss, Ms) | | | | | | |  | |
| Current address | |  | | | | | | | | | | | |
| Postcode | |  | | | National Insurance Number: | | | | | | |  | |
| Email Address | |  | | | | | | | | | | | |
| Telephone Number | |  | | | | | | Mobile Number | |  | | | |
| **2.Vacancy** | | | | | | | | | | | | | |
| Reference Number:  (Office use only) | |  | | | Where did you see the role advertised: | | | | | | |  | |
| Position Applied for: | |  | | | Location: | | | | | | |  | |
| Part time or full time hours | |  | | If part time please state hours required each week: | | | | | | |  | | |
| Have you applied for a vacancy with us before? | | | | |  | | | | | | | | |
| **3. Right to work in the UK**  **(You will be asked to provide proof if an offer of employment is made)** | | | | | | | | | | | | | |
| Do you have the right to work in the UK? | | | | | | | | | Yes/No | | | | |
| **4. Special Requirements** | | | | | | | | | | | | | |
| Do you have any special requirements, if you were invited to interview? If YES, please provide details. | | | | | | | | Yes/No | | | | | |
| **5. Rehabilitation of Offenders** | | | | | | | | | | | | | |
| Have you been convicted of a criminal offence which is *not spent* under the Rehabilitation of Offenders Act 1974?  If YES, please provide details. | | | | | | | | Yes / No | | | | | |
| Details: | | | | | | | | | | | | | |
| **6. Secondary Education (Please use additional pages as required)** | | | | | | | | | | | | | |
| From | To | Type of School (Grammar/Secondary) | | | | Examinations taken | | | | | | | Grade achieved |
|  |  |  | | | |  | | | | | | |  |
| **7. Further/Higher Education (Please use additional pages as required)** | | | | | | | | | | | | | |
| From | To | Name of College/University | | | | | Examinations taken | | | | | | Grade achieved |
|  |  |  | | | | |  | | | | | |  |
| **8. Other – professional qualifications or relevant training courses attended**  **(Please use additional pages as required)** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **9: Employment History** | | | | | | | | | | | | | |
| **Name of Current Employer:** | | |  | | | | | | | | | | |
| **Address of Current employer:** | | |  | | | | | | | | | | |
| **Job Title:** | | |  | | | | | | | | | | |
| **Start Date:** | | |  | | | | | | | | | | |
| **End Date:** | | |  | | | | | | | | | | |
| **Notice required:** | | |  | | | | | | | | | | |
| **Salary:** | | |  | | | | | | | | | | |
| **Reason for leaving:** | | |  | | | | | | | | | | |
| **Main Tasks/duties:**  **Continue on separate sheet if necessary** | | |  | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **10: Previous Employment:**  Please list previous employment most recent first identifying any gaps in employment | | | | |
| **Dates to and from:** | **Employer name and Location:** | **Job Title and Salary:** | **Reason for leaving:** | **Main Duties and Responsibilities:** |
|  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- |
| **11. Driving Licence Details** | | | | | | |
| Do you have a current full driving Licence? | Yes/No | | How long have you had your licence? | |  | |
| Do you have any endorsements or any pending endorsements? If yes please give details? | | | | | | |
| If you are applying for a driving or warehouse role please answer the following. If not please go to the next section. | | | | | | |
| Please indicate the licence/s you hold: | B | C | | C1 | | HGV |
| Do you have a CPC Qualification? | Yes/No | | | | | |
| Do you have a forklift licence? | Yes/No | | | | | |
| **12: Skills/Experience of personal qualities** | | | | | | |
| Please answer the following questions thoroughly and honestly | | | | | | |
| 1. *Please tell us briefly why you are applying for this position with CFC Interiors* | | | | | | |
| 1. *Please give details of skills, experience or personal qualities which you possess which are relevant to the position for which you are applying* | | | | | | |
| 1. *Please give details of a time when you have demonstrated good customer service skills* | | | | | | |
| **13. Additional Information**  **(Please detail any additional information you wish to support of your application)** | | | | | | |
|  | | | | | | |
| **14. References**  **At least one referee must be your current or last employer.**  **Offers of employment are subject to satisfactory references being obtained.** | | | | | | |
| Name of Referee & Job title |  | | | | | |
| Company name |  | | | | | |
| Company address & postcode |  | | | | | |
| Contact telephone number |  | | | | | |
| Email address |  | | | | | |
|  |  | | | | | |
| Name of Referee & Job title |  | | | | | |
| Company name |  | | | | | |
| Company address & postcode |  | | | | | |
| Contact telephone number |  | | | | | |
| Email address |  | | | | | |
| **Declaration** | | | | | | |
| I certify that all information which I have provided is correct. I understand and accept that if I have provided false or misleading information, that is renders me liable for summary dismissal. | | | | | | |
| Signature: |  | | | | | |
| Date: |  | | | | | |

**Privacy Notice** – Please visit our website [www.cfcinteriors.com](http://www.cfcinteriors.com) under the careers section which details the ways in which we process data for job applicants, data retention periods and your rights in relation to your data. To request a hard copy of this privacy notice please contact the HR Department as per the contact details below.

**Please complete and return your application form and monitoring form by either:**

**Email:** [**HR@cfcinteriors.com**](mailto:HR@cfcinteriors.com)

**Address: HR Department, CFC Interiors, 73 Church Street, Cookstown, BT80 8HT**

**Thank you for applying to CFC Interiors**

**Fair Employment Monitoring Questionnaire – For Human Resources Use Only**

**Private & Confidential Job Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.

We monitor our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998.*

**You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so.** Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

**Community Background:**

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

**Community Background: Please indicate the community to which you belong 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 not a member of either the Protestant or the Roman Catholic communities: |  |

*If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.*

**Sex: Please indicate your sex by ticking the appropriate box below:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Male |  | | Female |  | |  |  |
| **Disability: Please indicate if you consider yourself to be disabled:** |  |  |
| |  |  | | --- | --- | | Yes |  | | No |  | |  |  |

**Age: Please state your date of birth:** (DD/MM/YYYY)

***Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.***