

M. P. COLEMAN LTD

VACANCY APPLICATION FORM

VACANCY CLOSING DATE

- > Please write clearly.
- > All information will be treated in confidence.
- > Failure to complete this application form correctly and in full may lead to your application not being processed further.

THE VACANCY

Job Applied For _____

Job Reference Number _____

ABOUT YOURSELF

Surname _____

Forename/s _____

National Insurance Number _____

Address _____

_____ Postcode _____

Home Telephone Number _____

Mobile/Business Number _____

Do you hold a full driving licence?

Yes		No	
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Do you have a current HGV licence for a lorry?

Yes		No	
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HGV Class 1		HGV Class 2	
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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 (for example any relevant experience or training courses you have attended etc.)

HOBBIES AND INTERESTS (please give details.)

EMPLOYMENT RECORD

Please give your present or most recent employment and work back from there, showing all periods of employment or unemployment.

Name/address of employer	Date Started	Date Ended	Position Held (give brief description of duties)	Reason for Leaving

Do you have any objection to contact being made with your present or past employer? Yes () No ()

CHARACTER REFERENCES

Please give 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.

NAME
ADDRESS
TEL NO.
OCCUPATION

NAME
ADDRESS
TEL NO.
OCCUPATION

HEALTH

Have you had any serious illness in the past five years?

Yes		No	
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If yes, please give details.

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Do you have any special needs to assist you at the selection interview?

Yes		No	
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If yes, please give details of how we can help you.

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POLICY ON EMPLOYING SOMEONE WITH A CRIMINAL RECORD

We aim to promote equality for all the right mix of talent, skills and potential and welcome applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

A Disclosure a Criminal Convictions Form will be forwarded to all short-listed candidates prior to the interview to be completed and returned in a sealed envelope. This form will not be seen by the interviewing panel but will be reviewed by a designated person(s) within the organisation.

M. P. Coleman Ltd will not discriminate on grounds of sex, religion or disability.

DECLARATION

I declare that the information I have given is correct.

Signed _____

Date _____

PLEASE SEND COMPLETED FORM TO:

M. P. COLEMAN LTD
BRIGH QUARRY
BRIGH ROAD
STEWARTSTOWN
BT71 5JP

Please complete the enclosed Equal Opportunity Monitoring Form and return in the s.a.e provided.