

# APPLICATION FOR EMPLOYMENT

## HARRY CORRY LTD

For office use only:
Application Ref No:
Date form received.

**Unit 3, Dunmurry Industrial Estate,  
The Cutts, Derrriaghy,  
Belfast, BT17 9HU**

**Telephone: (+44) 028 90618521  
Fax: (+44) 028 90606833  
E-mail: [info@harrycorry.com](mailto:info@harrycorry.com)**

For Office Use Only:	
Work Location: _____	Pay: _____
Contract Hours:	
Position: _____	Start _____
Date: _____	

### PRIVATE AND CONFIDENTIAL

Surname: _____	Mr/Mrs/Miss/Ms	First Names: _____
Date of Birth: _____	Place of Birth: _____	
Address: _____ _____ _____ _____ Postcode: _____	Do you have a Driving License? Provisional/Full/No Is it clean? If NO, give details:  Do you have access to a car? YES / NO  Telephone No: Home - _____ Business - _____ Mobile - _____	
National Insurance No. _____		

Are you in good health?

Have you any back problems?

Have you suffered from any serious illness or major operation?

Please give details:

Do you have any physical condition which would limit your ability to perform the particular job for which you are applying?

Position applied for: _____	Location: _____
If Part Time, state Days/Hours available: _____	Are you will to work overtime and weekends when required? YES / NO
Please give details of holidays arranged: _____	Are you will to work in different locations when required? YES / NO

If offered this position, will you continue to work in any other job?

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

On what date would be you available for work?

Have you previously worked with us? YES / NO      If YES, when?

Do you have any relatives that are currently employed or have been employed by the Company? YES / NO

**GENERAL EDUCATION – Please give details of schools attended from age 11**

<b>Dates From – To</b>	<b>Specify: Schools/College/University</b>	<b>Subjects Taken</b>	<b>Exams Passed Specify Grades</b>

**FURTHER EDUCATION AND TRAINING – Including Professional Qualifications**

<b>Dates From – To</b>	<b>Specify: College/Training Organisation</b>	<b>Qualifications obtained and/or Training received</b>

**ADDITIONAL INFORMATION**

Please use this space to add any information you wish to include to support you application this may include any unpaid or voluntary work whereby you have obtained experience or skills relevant to the job vacancy. (Continue on a separate sheet if necessary).

**INTERESTS, SPORTS, HOBBIES, ETC.**

## EMPLOYMENT HISTORY

**List below present and past employment, beginning with your most recent**

Name and Address of Company and type of business	From	To	Starting Salary	Leaving Salary	Length of Service	Name of Supervisor
	Job Title: Describe the work you did:					
Telephone: _____	Reason for leaving: _____					

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**I hereby give permission to contact the employers listed above concerning my prior work experience.**

**Signed:** \_\_\_\_\_

**If there is a particular employer(s) you do not wish us to contact, please indicate which one(s)**

\_\_\_\_\_

Harry Corry Ltd. welcomes applications from people with disabilities. The Disability Discrimination (N.I) Act 1995 describes a disability as a physical or mental impairment which has a substantial and long-term adverse effect on a persons ability to carry out normal day-to-day activities.

Having read this information do you consider yourself to have a disability?

YES  NO

Briefly outline the nature of your disability

\_\_\_\_\_

1. Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Order (N.I) 1978? YES / NO

2. "Unprejudiced consideration will be given to candidates who declare criminal conviction(s) unless the offence(s) is/are manifestly incompatible with the post in question. Any disclosure will be seen in the context of the job criteria, the nature of the offence and responsibility for the care of existing clients and employees.

**To help us monitor the effectiveness of our advertising, please tell us how you first found out about this vacancy:**

(a) Job Market/FAS (state which one) \_\_\_\_\_

(b) Newspaper Advertisement (name of newspaper) \_\_\_\_\_

(c) Other means (please specify) \_\_\_\_\_

#### REFEREES

Please name two referees, who should have knowledge of you in a Professional/Academic capacity.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

The facts set forth in this application for employment are, to the best of my knowledge, true and complete.

I understand that any false information or deliberate omissions disqualify me from employment or may render me liable to dismissal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Harry Corry Limited is an Equal Opportunities employer and we welcome applicants regardless of religious belief, race, political opinion, sex, marital status, disability, family status, membership of the Travelling community, or sexual orientation. The information contained in this application form and the manner of its completion will be used as a basis for short-listing candidates for interview.**

**UNSUCCESSFUL CANDIDATES WILL NOT BE NOTIFIED.**

# HARRY CORRY LTD

## MONITORING QUESTIONNAIRE

This statement **must be** completed and returned to the company with your application from when applying for a position, which is based in Northern Ireland.

MONITORING REFERENCE NO. \_\_\_\_\_  
(FOR OFFICE USE ONLY)

We are an equal opportunity employer. We do not discriminate on the 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 Roman Catholic or Protestant. 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 or Roman Catholic community**

Please indicate whether you are: **Male**

**Female**

**Postcode:** \_\_\_\_\_

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".