

ULSTER STORES LTD

www.ustores.com



CONFIDENTIAL For office use only Job ref no:

Please complete application form in **CAPITALS**. Shortlisting will be based solely on the information given on this form. Completed applications should be sent to: **The HR Department, Ulster Stores Ltd, Strand House, Loughanhill Business Park, Gateside Road, Coleraine BT52 2NR**
Tel: 028 7035 5222

APPLICATION FOR EMPLOYMENT

Position applied for:		
Location:	Full-time/part-time	Temp/Perm

PERSONAL DETAILS

Title: Mr/Mrs/Miss/Ms	Address	
Surname		
Forename		
Home telephone number	County	Postcode
Mobile Number	Work number	
National Insurance Number		May we contact you at work: Yes/No

Do you require any special arrangements to be made for interview? eg. reasonable adjustment in relation to a disability.
Please state:

Dates of any Holiday/other commitments:	Notice period required by present employer
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REFERENCES

First reference should be current or past employer, second reference should be someone who knows you, but not related or friendly with you. Do not use your doctor as a reference.

First reference	Second reference
Name:	Name:
Company:	Company:
Address:	Address:
Occupation:	Occupation:
Tel no.	Tel no.
May we contact this person prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact this person prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

EDUCATION & QUALIFICATIONS

Please note: Overseas qualifications will be considered. Please state equivalent qualifications if known (Continue on a separate sheet if necessary)

From	To	Type of school, college, University attended	Qualifications obtained <small>NB. Expected results awaited. or exams still to be taken, may be included.</small>

Membership of Professional Bodies

(If you are studying towards membership of a professional body, please state which one). Please state type of membership.

Future Training Courses/Plans

(Give details of any training course you are currently pursuing).

DRIVING LICENCE

Current Driving Licence (Tick Box) None Provisional Full

ASYLUM AND IMMIGRATION LEGISLATION

Are you free to remain in and take up employment in the UK (Tick Box) Yes No

ABSENCE

Please give the number of days absent from work due to illness over the past two years

CRIMINAL OFFENCE

Criminal Offence

Have you ever been convicted of a Criminal Offence? (Which is not spent under the Rehabilitation of Offenders (N.I.) Order): Yes No

EMPLOYMENT List below present and past employment, **beginning with your most recent.**
If required, please continue description of job on separate sheet.

Name and address of employer	From: Month/Year	To: Month/Year	Starting: Salary/Wage	Leaving: Salary/Wage	Name of Manager
			Per	Per	
	Job Title:		Hours of work		
	Describe the work you did:				
Telephone:					
Type of business:					
	Reason for leaving:				

Name and address of employer	From: Month/Year	To: Month/Year	Starting: Salary/Wage	Leaving: Salary/Wage	Name of Manager
			Per	Per	
	Job Title:		Hours of work		
	Describe the work you did:				
Telephone:					
Type of business:					
	Reason for leaving:				

Name and address of employer	From: Month/Year	To: Month/Year	Starting: Salary/Wage	Leaving: Salary/Wage	Name of Manager
			Per	Per	
	Job Title:		Hours of work		
	Describe the work you did:				
Telephone:					
Type of business:					
	Reason for leaving:				

Name and address of employer	From: Month/Year	To: Month/Year	Starting: Salary/Wage	Leaving: Salary/Wage	Name of Manager
			Per	Per	
	Job Title:		Hours of work		
	Describe the work you did:				
Telephone:					
Type of business:					
	Reason for leaving:				

ADDITIONAL INFORMATION

Please state any additional information that you feel is relevant to your application. This may include work experience gained outside employment including voluntary work experience. Please continue a a separate sheet if necessary.

Would you be prepared to work additional hours when required to do so? Yes No

Are you prepared to work flexible hours, including Sundays, occasional late night and holiday/sickness cover? Yes No

DECLARATION

I confirm that the above information is accurate. I understand that any false information or deliberate omissions may disqualify me for employment or subsequently render me liable to dismissal.

Signed Date

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Reply Letter	Not to be interviewed	Reason not to be interviewed
	To be interviewed	
Decision not to interview made by		
Date of first interview		
Date of second interview		

Result of interview: To be completed by interviewers					
Successful		Accepted job offer		Rejected job offer	
Start date	Registered hours		Dept		
Unsuccessful					
Do you want to hold the applicant on file for six months? Yes/No					
Date unsuccessful letter sent					
Date successful letter issued by Personnel Department					

ULSTER STORES LIMITED

Monitoring Questionnaire

To be completed by all Job Applicants

Private & Confidential

Ref No:

We are an Equal Opportunities Employer. We do not discriminate on the grounds of age, colour, ethnic origin, gender, marital status, perceived political opinion, race, religious affiliation or sexual orientation.

Ulster Stores Ltd monitors the applications it receives for jobs in order to ensure that its recruitment practices promote equality of opportunity.

The information will be treated in the strictest confidence, protected from misuse, and will not form part of your application. It will be used only for the purpose of monitoring our equal opportunity employment policy.

Community Background

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 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 nor Roman Catholic community

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".

Disability

Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long-term effect on his/her ability to carry out normal day to day activities.

Do you consider that you meet this definition of disability?

Yes No

If yes please state the nature of or effects of your disability _____

Ethnic Origin

1. Please indicate your ethnic origin by ticking the appropriate box below:

White Indian Irish Traveller Pakistani

Black-Caribbean Bangladeshi Black-African Chinese

Mixed Ethnic Group (please specify) _____

Black Other (please specify) _____

Other (please specify) _____

2. Nationality (please specify) _____

How did you find out about this position?

Newspaper Training & Employment Agency Store

If the answer to the above was Newspaper, please indicate which newspaper:

Guidance Notes for Completing Application Forms for Ulster Stores Ltd

Thank you for your response to our recent advertisement for a position of employment with Ulster Stores Ltd.

In order to process all the applications we receive, we would be obliged if you would complete the enclosed application form in all parts. If there is not sufficient space for your answer, continue on a separate sheet.

Failure to complete the application in full may result in the application being rejected.

Please ensure that your form clearly states which position you are applying for including the location of the job and that it is signed and dated.

PLEASE READ CAREFULLY ALL DOCUMENTATION

- **COMPLETE ALL PARTS OF THE APPLICATION FORM**
- **C.V'S WILL NOT BE CONSIDERED**
- **PLEASE CHECK – DID YOU SIGN & DATE YOUR APPLICATION FORM?**

Curriculum Vitae:

Applications will only be accepted on Formal Company Application Forms so that the same type of information is received from all applicants. Attached CV's will not be considered, either in lieu of the application form or in conjunction with it. Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details.

Monitoring Information:

Under the Fair Employment and Treatment (N.I.) Order 1998 the Company is required to monitor the Community Background of job applicants and employees. Consequently you are required to complete the attached Monitoring Questionnaire Form and return this with your completed application form.

Access to your Monitoring Questionnaire will be strictly controlled and will not be available to those considering your application for employment.

Closing Date:

Application forms received after the date of closing will not be accepted.