



DENNISON

Commercials



37 Hillhead Road, Ballyclare, County Antrim, BT39 9DS Tel: (028) 9335 2827

APPLICATION FORM – CONFIDENTIAL

Post Applied for: _____

How did you find out about this vacancy?: _____

PLEASE COMPLETE IN YOUR OWN HANDWRITING IN BLACK PEN

A. PERSONAL DETAILS

1. Surname/Forename/s _____

2. Address _____

_____ Postcode _____

Tel No (Home) _____ (Mob) _____

E-mail _____

B. EDUCATION/TRAINING

Please list the type of post primary schools/colleges attended and give details of examinations passed and other qualifications (including part-time), which may be relevant to this application.

Education: <i>(Type of school only)</i>	From - To	Examinations Passed and Grade:
Further Education		

DENNISON COMMERCIALS LIMITED
IS REGISTERED IN N. IRELAND
 No. N.I. 22095

ISO 9002 REGISTERED COMPANY
 Certificate No. LRQ 4002035

COLERAINE
 Loguestown Ind Est
 Coleraine
 County Londonderry
 BT52 2NS
 Tel: (028) 7032 1155

DUNGANNON
 Derrycreevy Lane
 Dungannon
 County Tyrone
 BT71 6SA
 Tel: (028) 8772 2220

NEWRY
 Martins Lane
 Newry
 County Down
 BT35 8PJ
 Tel: (028) 3026 5425

BODYSHOP
 Unit 14, Dennison Ind Est
 Ballyclare
 County Antrim
 BT39 9EB
 Tel: (028) 9335 2883

www.dennisons.co.uk

VOLVO TRUCK & BUS DEALER FOR NORTHERN IRELAND

C. EMPLOYMENT HISTORY

Please state below particulars of present and previous employment. Begin with your present employer and work backwards. Indicate all periods of unemployment. Continue overleaf if required.

Full Name, Address and Tel No. of Employer	Type of Work and Duties	Reason for Leaving
(a)	Job Title: _____ From: _____ To: _____ Duties:	Pay Rate & Benefits:
(b)	Job Title: _____ From: _____ To: _____ Duties:	Pay Rate & Benefits:
(c)	Job Title: _____ From: _____ To: _____ Duties:	Pay Rate & Benefits

D. REFERENCES

Please give the names, present addresses and current occupations of two responsible persons (not relatives or former employees) who have known you for at least two years and would be willing to supply written references. At least one referee should have a detailed knowledge of your career to date.

Name _____	Name _____
Occupation/Job Title _____	Occupation/Job Title _____
Company _____	Company _____
Address _____	Address _____
Postcode _____	Postcode _____
Tel Code/No _____	Tel Code/No _____
Email Address _____	Email Address _____

Note 1 Appointment will only be confirmed on the receipt of (a) satisfactory references (b) proof of qualifications (original certificates/documents).

Note 2 The employer also reserves the right to take up references with previous employers. No contact, however, will be made with your present employer without your permission.

E. GENERAL INFORMATION

1. (a) Type of Driving Licence held – Standard (L/R/Full) PSV/HGV? (Please state)

Type _____ Licence No _____ Expiry Date _____

(b) Have you ever been refused motor insurance? Yes No

If Yes, please give details _____

(c) Have you any current endorsements for driving offences? Yes No

If Yes, please give date and details _____

(a) Have you ever been convicted of a criminal offence (other than a 'spent'* conviction under the Rehabilitation of Offenders (NI) Order 1978)? Yes No

*(For details, refer to the NIO Booklet: 'Your Way to a Fresh Start' (1989), or any Citizens Advice Bureau).

(b) Are you the subject of any current or pending investigation? Yes No

If Yes – details (including type of offence, date, sentence, fine, etc) are required from you and should be included in a separate envelope which will only be opened if you are considered for the appointment and will subsequently be returned to you. Such information will be completely confidential.

F. NOTICE

How much notice are you required to give your present employer?

If appointed, when could you commence work?

G. HOLIDAY BOOKINGS

Please indicate bookings or planned holiday arrangements (with dates)

From: _____ To: _____

Subject to operational requirements, we will endeavour to take these into account if appointed to this post.

H. SUPPLEMENTARY INFORMATION

Please use this space to provide any further information you may wish to give in support of your application, including details of the skills and experience you have gained through paid employment and other activities which are relevant to your application for employment, e.g. membership of professional bodies, education/professional studies in progress or planned for the future. Continue on additional sheet, if necessary.

NOTE

The employer reserves the right to only interview on the basis of information supplied by candidates who meet the criteria:
(i) established for the post and /or (ii) as supplied to the candidate.

WARNING

An employee found to have knowingly given false or inaccurate information, or to have wilfully failed to disclose any relevant fact, will be dismissed.

DECLARATION

I declare that, to the best of my knowledge and belief, all the information recorded in this application form is true.

Signed: _____

Date: _____

If you wish to have your completed application form acknowledged, please enclose a stamped addressed envelope.

Thank you for taking the time to complete this application form.