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**EMPLOYMENT HISTORY (Please complete in full and use a separate sheet if necessary)**

FROM - TO	NAME & ADDRESS OF EMPLOYER	JOB TITLE	DUTIES	RATE OF PAY	REASON FOR LEAVING

Notice required in current post:

**OTHER EMPLOYMENT**

Please note any other employment you would continue with if you were to be successful in obtaining this position.

**REFERENCES**

Please note here the names and addresses and contact telephone numbers of two persons from whom we may obtain both character and work experience references. Please note that one reference should be from most recent employer. Referees cannot be relatives.

1.	2.
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**CRIMINAL RECORD**

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory enhanced disclosure from the Criminal Records Bureau/Scottish Criminal Records Office.

## OTHER INFORMATION/TRAINING RELEVANT TO POST APPLIED FOR

## DECLARATION (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves right the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed: .....

Date: .....

# FAIR EMPLOYMENT - QUESTIONNAIRE

Form FE1

**PRIVATE & CONFIDENTIAL**

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

Ref. No : \_\_\_\_\_

Position applied for: \_\_\_\_\_

## EQUALITY OF OPPORTUNITY

We are an equal opportunity employer. We do not discriminate on 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 our religion, most of us in Northern Ireland are seen as either Protestant or Roman Catholic. 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

Could you 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 not compulsory for you to answer the above questions. However we would stress that it is a criminal offence under the legislation for a person to "give false information in connection ... with the preparation of a monitoring return".

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## FOR MONITORING OFFICER'S USE ONLY

Job category number \_\_\_\_\_ Hours \_\_\_\_\_

Position \_\_\_\_\_

Department/location (if applicable) \_\_\_\_\_

N.I. number \_\_\_\_\_

Date commenced \_\_\_\_\_

# EQUAL OPPORTUNITY MONITORING

Form EO(A)

## PRIVATE & CONFIDENTIAL

Ref No.: .....

Position applied for: .....

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.

To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:-

Date of Birth: .....

I would describe my ethnic group and sex as:- (please tick one box for your ethnic group and one box for your sex)

### A) White

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> English  | <input type="checkbox"/> Scottish |
| <input type="checkbox"/> Welsh  | <input type="checkbox"/> Irish    |
| <input type="checkbox"/> Any other White background, please specify ..... |                                   |

### B) Mixed

- |   |  |
|---|--|
| <input type="checkbox"/> White and Black Caribbean                        | <input type="checkbox"/> White and Black African |
| <input type="checkbox"/> White and Asian                                  |  |
| <input type="checkbox"/> Any other Mixed background, please specify ..... |  |

### C) Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Indian   | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Bangladeshi                                      |                                    |
| <input type="checkbox"/> Any other Asian background, please specify ..... |                                    |

### D) Black, Black British, Black English, Black Scottish or Black Welsh

- |   |                                  |
|---|----------------------------------|
| <input type="checkbox"/> Caribbean  | <input type="checkbox"/> African |
| <input type="checkbox"/> Any other Black background, please specify ..... |                                  |

### E) Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other Ethnic Group

- |   |  |
|---|--|
| <input type="checkbox"/> Chinese                                    |  |
| <input type="checkbox"/> Any other background, please specify ..... |  |

### F) Sex

- |                               |                                 |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
|-------------------------------|---------------------------------|

Name: .....

Signed: .....

Date: .....