Ref: .

**APPLICATION FOR EMPLOYMENT**

*This application pack includes an application form, health questionnaire and fair employment details. Application packs will be rejected if not completed in full. CV's are not accepted as substitutes.*

Job Applied for: Date .

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| TITLE: | DATE OF BIRTH: |
| SURNAME: | NATIONAL INSURANCE NUMBER: |
| FIRSTNAME: | EMAIL: |
| ADDRESS:  POSTCODE: | MOBLIE NUMBER:  HOME NUMBER: |
| **NEXT OF KIN DETAILS**  NAME:  RELATIONSHIP: | ADDRESS:  CONTACT NUMBER: |

**2. EDUCATION AND QUALIFICATIONS** (USE SEPARATE SHEET IF NECESSARY)

|  |  |  |  |
| --- | --- | --- | --- |
| School / College Attended | Dates | Examinations / Subjects Taken | Results/Awarding Body |
|  |  |  |  |
|  |  |  |  |

**3. EMPLOYMENT RECORD** Must be fully completed in date order. Include relevant training etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates | | Name & Address of Employer | Position Held | Responsibilities of post | Reasons for leaving | Salary / Wage |
| FROM | TO |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**4. OTHER INFORMATION**

|  |  |  |
| --- | --- | --- |
| Details of spare time interests |  | |
| Is apprenticeship served? | YES | NO |
| If ‘YES’, which craft? |  | |
| Where served? |  | |

|  |
| --- |
| Please list other skills in support of application: |
|  |

**5. APPOINTMENT INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Present period of notice: | | |  | | |
| Date available for starting MOYOLA: | | |  | | |
| Are you prepared to work: | | | If “NO” please give reasons: | | |
| OVERTIME | YES / NO | |  | | |
| SHIFT WORK | YES / NO | |  | | |
| Dates unsuitable for interview: | |  | |  |  |

|  |
| --- |
| Do you hold a current driving licence? YES / NO  Are you a car owner? YES / NO  Have you been dismissed from any type of employment? YES / NO |
| If ‘YES’ give details: |
| Have you ever received or claimed compensation for an injury of any kind? YES / NO |
| If ‘YES’ give details: |
| Where did you hear about this position? |

**6. GENERAL INFORMATION**

**7. REFERNECS** Name and Address of two persons who know you in a work or school capacity. If unemployed, past employers or teacher may be given.

|  |  |  |
| --- | --- | --- |
|  | **Reference One** | **Reference Two** |
| Name: |  |  |
| Address: |  |  |
| Telephone number: |  |  |
| Job Tile: |  |  |

**8. FAIR EMPLOYMENT DETAILS**

Please complete attached form - **MONITORING FORM**

**9. HEALTH QUESTIONNAIRE DETAILS**

Please complete attached form – **HEALTH QUESTIONNAIRE**

**10. PRIVACY NOTICE**

Please read and sign attached notice – **PRIVACY NOTICE**

**11. DECLARATION**

I certify that the information given in this application form is accurate. I understand that to give false information could result in withdrawal of job offer or dismissal from the company.

**SIGNED: DATE .**

**PLEASE FORWARD THIS COMPLETED APPLICATION FORM TO:**

[edel@moyola.com](mailto:edel@moyola.com) or post to Office Administrator

**Moyola Precision Engineering, 4-8 Curran Road, Castledawson, Magherafelt, Co. Londonderry Northern Ireland BT45 8AF. Telephone +44 (0) 28 7946 8349 Fax: +44 (0) 28 7946 8941**

|  |
| --- |
| **FOR OFFICE USE ONLY**  **Interviewer 1: Date: .**  **Interviewer 2: Date: .**  **Interviewer 3: Date: .**  **Job Offer: YES / NO**  **Interview Notes** |

**HEALTH QUESTIONNAIRE**

|  |  |
| --- | --- |
| Full Name, title (Mr, Mrs, Miss or Ms.) and address:  Date of Birth: | Your Doctor’s name and address: |

|  |
| --- |
| Position applied for: |

Please answer the following questions by ticking the appropriate boxes:

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever suffered from, had any symptoms of or been treated for the following:  YES NO | | | If the answer is YES, give full details of dates, severity, duration, etc. |
| 1. Depression, anxiety, nervous illness or breakdown |  |  |  |
| 2. General debility from work or any other cause |  |  |
| 3. Headaches / migraines / fainting attacks / fits or any other disease of the nervous system |  |  |
| 4. Persistent cough, asthma, pleurisy, bronchitis or any ailment of the lungs or chest |  |  |
| 5. Rheumatism, arthritis, gout, backache, ‘disc’ trouble or rheumatic fever |  |  |
| 6. Palpitations, shortness of breath, chest pains, raised blood pressure or other ailments of the heart or circulatory system |  |  |
| 7. Persistent indigestion, diarrhoea, gastric or duodenal ulcers, gall stones or any ailments of the stomach, intestines or liver |  |  |
| 8. Any ailments affecting the kidneys or bladder |  |  |
| 9. Diabetes, anaemia, or any blood or gland condition |  |  |
| 10. Ailment affecting the eyes, sight, ears or hearing |  |  |
| 11. Varicose veins, ruptures or piles |  |  |
| 12. Any accident, injury, operation or deformity |  |  |
| 13. Skin disorder, dermatitis, other allergy |  |  |
| 14. Any illness or complaint not mentioned above |  |  |
| 15. Have you ever had any x-ray, special medical investigation, cardiogram, or blood or urine test |  |  |
| 16. Are you now or have you recently been taking any tablets, medicine or other medication? |  |  |
| 17. Have you ever had any illness or disease involving treatment with Cortisone or other steroids? |  |  |
| 18. Are you a registered disabled person? If so please give your registration number and state the nature of your disablement. |  |  |
| 19. What is your weekly consumption of:  Alcohol: .  Tobacco: .  Drugs: .  Has it ever exceeded this amount: |  |  |
| 20. Have you been absent from work in the past 12 months due to medical issues? If so, please give full details. |  |  |
| 21. Have you ever claimed for an industrial injury? If YES please give full details. |  |  |
| 22. Are you colour blind? If YES please give full details. |  |  |
| 23. During the last 2 years, have you been consulted or been treated by: |  |  |
| A doctor or medical practitioner? |  |  |
| A physiotherapist? |  |  |
| A Chiropractor? |  |  |
| An Osteopath? |  |  |
| A psychiatrist? |  |  |
| Any other? |  |  |
| 24. Have you ever been hospitalised during the last 5 years? |  |  |
| 25. Do you know of any medical reasons why you should need time off, not be a good timekeeper or not be fully available for work, including overtime and shifts if relevant, during the next 12 months?  Please give details. |  |  |

|  |
| --- |
| DECLARION: (Please read carefully before signing)  1. I hereby confirm that the information given on this medicheck is complete and correct and I understand any untrue, incomplete or misleading information will give Moyola Precision Engineering Ltd the right to terminate any contract of employment given  2. I hereby authorise Moyola Precision Engineering Ltd to contact any doctor for any further and better details of my medical records and state of health and hereby authorise my doctor to release such details as are necessary in connection with this application for employment.  3. I hereby agree to have medical examination if required by Moyola Precision Engineering Ltd in connection with this application for employment.  Signed: Date: . |

***PRIVATE AND CONFIDENTAL***

Reference No: .

**MONITORING INFORMATION**

In order to comply with Fair Employment legislation, the Company is required to monitor the Perceived Community Background of applicants and employees. You are consequently required to complete the following sections.

Please note that this information WILL NOT be made available to those involved in the recruitment.

Please mark an ‘X’ the appropriate boxes:

Gender: MALE FEMALE

Please indicate the community to which you belong by marking an ‘X’ 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 the Roman Catholic Community

**PRIVACY NOTICE**

Job Applicant Privacy Notice (compliant with GDPR)

As part of any recruitment process, Moyola Precision Engineering collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information do we collect?**

Moyola Precision Engineering collects a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number;

• details of your qualifications, skills, experience and employment history;

• information about your current level of remuneration, including benefit entitlements;

• Information about your health, including any medical condition, health and sickness including pre-employment screening.; and

• information about your entitlement to work in the UK

Moyola Precision Engineering may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

**Why does Moyola Precision Engineering process personal data?**

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Moyola Precision Engineering has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Moyola Precision Engineering may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Moyola Precision Engineering may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

**Retention**

Moyola will only retain your personal data for as long as necessary to fulfil the purposes for which it was collected. Unsuccessful applicants’ personal data will usually not be stored for longer than six months from the date of application.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. If you accept an offer of employment with us then our employee privacy notice will govern how we process your personal information. Records will be retained and destroyed in accordance with our records retention schedule.

Singed: Date: .