

**Job reference number**      SA19

**APPLICATION FORM**

Thank you for your interest. This Application Form should be completed in full using **BLACK INK.**

**Job applied for**

**PERSONAL DETAILS**

**1. Last Name**

**2. First names**

**3. Title (Mr, Mrs, Ms, etc)**

**4. Address**

**6. Post Code**

**7. Telephone**

**(Home)**

**(Mobile)**

**8. Email address**

**Please return this form to:**

**The Personnel Department  
Innovation Flooring  
18 Seymour Street  
Ballymoney  
Co Antrim  
BT53 6JR**

**Or by email to - [ivor@innovationflooring.co.uk](mailto:ivor@innovationflooring.co.uk)**

**Innovation Flooring is an equal opportunity employer**

**CANVASSING WILL DISQUALIFY**

## 9. EDUCATION

A. Please give full particulars of all secondary level educational qualifications.

Level Attained	Subjects Passed	Grade	Year

B. Please give full particulars of all further educational qualifications.

Degree/Diploma/Certificate	Month/Year Obtained

C. Please specify any professional qualifications, Membership obtained including dates awarded.

Name of Professional Body	Part No. with date and result

D. Additional Qualifications, Training and Apprenticeships relevant to this post (with dates including any in progress)

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**10. EMPLOYMENT HISTORY - PRESENT POST**

Name and Address of Present Employer:

Date Appointed \_\_\_\_\_ Present Salary \_\_\_\_\_

Job Title \_\_\_\_\_ Notice \_\_\_\_\_

**Principal duties of present post**

**11. EMPLOYMENT HISTORY - PREVIOUS POSTS**

Please list all your work history BEGINNING WITH THE MOST RECENT POSITION. If work is part time or voluntary please indicate. A continuation sheet may be attached if necessary. Please explain all gaps in employment history

<p>Dates <b>FROM TO</b> <b>Years &amp; Months</b></p>	<p>Names and Addresses of Employer</p>	<p>Post held and brief outline of main duties</p>

## 12. JOB RELATED EXPERIENCE

Why do you think you are suitable for this position? Experience gained outside the workplace may be included. Please continue on a separate sheet if necessary.

### 13. ADDITIONAL INFORMATION

Do you hold a current full UK driving licence? YES/NO

Do you have access to a motorcar? YES/NO

<b>Do you have the right to work in the UK?</b>	<b>Yes</b>	<b>No</b>
<b>Note: the company will require proof of this right before an offer of employment can be confirmed – eg. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996</b>		

### 14. MEDICAL HISTORY

*Do you have a medical condition that may affect your performance in the job?* YES/NO.

If YES please give details.

**15. REFERENCES**

Please give the names and addresses of two persons not related to you from whom references may be sought. One of these MUST be your present or a past employer who has knowledge of you in a work situation and is able to comment on your ability to carry out the particular tasks of the job which you have applied for. Candidates applying for their first job should give the name and address of their Head Teacher or a Lecturer.

1.

Name .....	Name .....
Address .....	Address .....
.....	.....
.....	.....
Tel. No. ....	Tel. No. ....
Occupation .....	Occupation .....

If you have not named your current employer (or if unemployed your previous employer) please state why.

*Please note that references will only be sought post interview if the panel is considering offering you an appointment.*

**I hereby declare that to the best of my knowledge the above information is true and accurate.**

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

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

**NOTE: A CANDIDATE FOUND TO HAVE KNOWINGLY GIVEN FALSE INFORMATION, OR TO HAVE WILFULLY SUPPRESSED ANY MATERIAL FACT, MAY BE LIABLE TO DISQUALIFICATION OR, IF APPOINTED, TO DISMISSAL.**