

### APPLICATION FOR EMPLOYMENT

Braille and large print versions of this form are available and audio applications are accepted from people with disabilities. Applicants should be aware that Open + Direct operates a policy of No Smoking in the workplace.

Post \_\_\_\_\_ Vacancy No. \_\_\_\_\_

**Please complete in BLACK INK using BLOCK CAPITALS**

Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_ Title (Mr/Mrs/Miss/Ms) \_\_\_\_\_  
 Address \_\_\_\_\_  
 Post Code \_\_\_\_\_ Tel (home) \_\_\_\_\_ Tel (mobile) \_\_\_\_\_  
 National Insurance No.           Do you hold a current driving licence? Yes  No

<p>Open + <b>Direct</b> Ltd welcomes applications from people with disabilities. The Disabilities Discrimination (NI) Act 1995 describes a disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.</p> <p>Having read this definition, do you consider yourself to have a disability?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please outline briefly the nature of your disability.</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>DO YOU REQUIRE PARTICULAR ARRANGEMENTS TO BE MADE FOR YOU TO ATTEND SELECTION TEST / INTERVIEW, E.G. INTERPRETER, CAR PARKING FACILITIES?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please indicate what they would be.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**Details of Qualifications and Examination Results**

Name of Qualification	Level	Grade	Date Obtained

Details of membership of professional bodies

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Please name two referees, at least one of whom should have knowledge of your present work or most recent and be in a supervisory/managerial capacity. (Close relatives should not be named as referees). We will only take up references if you are to be made an offer of employment.

Name \_\_\_\_\_

Designation / Occupation \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Name \_\_\_\_\_

Designation / Occupation \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

## DECLARATION

I declare that all the foregoing statements are true to the best of my knowledge and belief and I understand that failure to fully complete this form will result in it not being considered.

I understand that any job offer will be subject to the satisfactory outcome of a pre-employment health assessment and I consent to my doctor being approached for further information, including medical reports, if the Company Medical Adviser considers it necessary.

I understand that I may be subject to a security clearance procedure.

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Signature of Candidate

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To be countersigned by Parent / Guardian

*(in the case of applicants under 18 years of age)*

Date \_\_\_\_\_



## EQUAL OPPORTUNITIES MONITORING

This form must be completed in full. If not, your application may not be considered.

Open + Direct believes that by recruiting, selecting, training, developing and promoting the best staff it will contribute to the Company aim of being a premier Northern Ireland Company. The company is therefore committed to its workforce. It will achieve these aims by strict adherence to the merit principle in its employment policies, procedures and practices and by adopting lawful affirmative action for proven disadvantaged groups, where practical.

Employment decisions will exclude consideration of an individual's religious belief, political opinion, gender, marital status, disability, domestic responsibility, race, ethnic background, sexual preference, irrelevant criminal convictions or any other personal factor which is not relevant.

The Company will not unlawfully discriminate, either directly or indirectly, or victimise on any of the above grounds. It is committed to the provision of a harmonious working environment and the operation of fairness and equality at work, for those seeking work and in the services it provides.

This monitoring form is used by the HR Department for statistical purposes and will **NOT** be made available to those involved in recruitment and selection.

### 1. Religion

Please indicate below your religion to which you would be perceived to belong, by ticking the appropriate box:

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

2. Sex Male  Female

3. Marital Status Single  Married  Other

### 4. Disability

Open + **Direct** welcomes applications from people with disabilities. The Disability Discrimination (NI) Act 1995 describes a disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Having read this definition, do you consider yourself to have a disability?

Yes

No

*Please tick as appropriate*

**5. Race**

African

Asian

Caribbean

Chinese

White European

White other

Irish Travelling Community

Other (please specify below)

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**6. Date of Birth** \_\_\_\_\_

**7. Age**

16–24     25–34     35–44     45–59     60+

**8.** To help us monitor the effectiveness of our advertising, please tell us how you first found out about this vacancy:

(a) Job Market (state which one) / Agency

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(b) Newspaper advertisement (name of newspaper)

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(c) School (please tick box)

(d) Other means (please specify below)

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(e) Internet

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.