



# 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.

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

**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](http://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?

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If appointed, when could you commence work?

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**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.

**CONFIDENTIAL**

**REF NUMBER:** \_\_\_\_\_ **(DENNISON'S USE ONLY)**

Dennison Commercials Limited are an Equal Opportunities 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 employees, as required by the Fair Employment and Treatment (NI) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. 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 or Roman Catholic community

☐

Could you please indicate whether you are:

Female

☐

Male

☐

**PLEASE DO NOT WRITE YOUR NAME ON THIS FORM**

Please complete this form and place it in a sealed envelope addressed to the "Monitoring Officer". Place the envelope in a separate envelope along with your completed application form and return to the address shown on the application form.