

HIGHER EDUCATION

College/University attended	from	to	Courses and subject marks awarded each year
			(use a separate page if necessary)
Further education and formal training	from	to	Courses and results
Professional memberships/other qualifications:			

AVAILABILITY

Please give any dates when you are not available for interview.....	Please give the date from which you are available for employment.....
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CAREER CHOICE

Explain why you have applied for this job. Offer evidence of your suitability and emphasise why you consider yourself to be a strong candidate.

EMPLOYMENT HISTORY

List below present and past employments, beginning with your most recent (use a separate page if required)

Name of employer				Job title: Describe the work you did: Reason for leaving:			
Type of business:-							
From		To					
Month	Year	Month	Year				
Name of employer				Job title: Describe the work you did: Reason for leaving:			
Type of business:-							
From		To					
Month	Year	Month	Year				
Name of employer				Job title: Describe the work you did: Reason for leaving:			
Type of business:-							
From		To					
Month	Year	Month	Year				

WORK EXPERIENCE

Please summarise the experiences you have gained through any employment, other work activities and interests which are relevant to your application for this job.

PERSONAL INTERESTS AND ACHIEVEMENTS

Use the space below to describe any spare-time activities. Include organising, leading or group activities and leisure pursuits. Those requiring initiative, creativity or giving intellectual development are also of interest.

SPECIFIC SKILLS

1. Specify your experience with any computer packages etc. (limited/working knowledge/extensive)
2. Indicate any other specific relevant skills.

ADDITIONAL INFORMATION

Please write here any additional information, not covered elsewhere, which will strengthen your application.

HEALTH DECLARATION

Please give details of any health matters of relevance to the work applied for.

REFEREES

Academic Referee	Employment Referee
Name	Name
Position	Position
Address	Address
.....
Telephone	Telephone

DECLARATION

The statements made on this form are true. I understand any false statements may jeopardise my application and may lead to an offer being withdrawn. I have completed and attached an Equal Opportunities Monitoring Data Form.

Signed:.....Name (please print):.....Date:.....

***Completed application form should be sent to:
Paul Cummings, Staff Partner, Jones Peters, Chartered Accountants,
6 Church Street, Banbridge, Co Down, BT32 4AA***

Employee/Applicant Monitoring Questionnaire

MONITORING QUESTIONNAIRE

Private & Confidential

Ref No:

We 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 applicants and 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 nor Roman Catholic community

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/the application form.

Note: It is a criminal offence under the legislation for a person to “*give false informationin connection with the preparation of the monitoring return*”.