

APPLICATION FOR EMPLOYMENT

PRIVATE & CONFIDENTIAL

Please complete fully in **black** ink and **block** capitals. Incomplete application forms will be rejected at short-listing stage.

Reference No:	HRA/0326	To be returned by:	5.00pm on 08/04/2026
Position applied for: HR Administrator (Temporary)			
DEPOT: Duncrue Street, Belfast			

PERSONAL DETAILS

Mr / Mrs / Miss / Ms Please delete as appropriate	First Names:	Surname (Block Letters):
Maiden name or names previously known by:		National Ins. No.:
Home Address:		
Home/ Mobile/Work Telephone Number (s):		
E-mail Address:		
Current Driving Licence:	YES / NO	Own Transport: YES / NO
Currently Employed:	YES / NO	Notice Required:

EDUCATION

Dates		Type of school attended, e.g. Grammar / Secondary (Do not name school attended)	Examinations taken, results obtained, subjects passed, scholarships and prizes
From	To		

FURTHER EDUCATION

Dates		Name of College, University	Subjects studied	Examinations taken, results obtained, subjects passed, scholarships and prizes
From	To			

ADDITIONAL TRAINING / PROFESSIONAL QUALIFICATIONS

Dates		Awarding Body	Course title and content	Result
From	To			

EMPLOYMENT HISTORY

Please list all your work history since completing full-time education, beginning with your present or most recent position.

CURRENT EMPLOYMENT

Dates		Name of employer, address and nature of business	Position and main responsibilities	Starting & leaving salary	Reason for wanting to leave
From	To				

EMPLOYMENT HISTORY

Please list all your previous work history beginning with your next most recent etc.

Dates		Name of employer, address, and nature of business	Position held and brief details of duties	Reason for leaving and leaving salary
From	To			

Please continue on a separate sheet if necessary, using the same format as above

N.B. - All gaps in employment history must be accounted for

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INFORMATION IN SUPPORT OF YOUR APPLICATION

The information provided in this section will be used to assess your application at the short listing stage, therefore you must demonstrate how your skills and experience meet the essential and desirable criteria specified in the advertisement or the information contained within the Application Pack, where applicable.

REFERENCES

Please give the names of two referees, (not relatives) both of whom should be familiar with your work, one of which should normally be your current/or most recent employer and the other a previous employer.

<p>Name:</p> <p>Address:</p> <p>Tel. No.:</p> <p>Occupation:</p> <p>Do we have your permission to contact this referee:</p> <ul style="list-style-type: none"> • At any time *Y / N • Only when a provisional job offer has been made *Y / N <p>* Please delete as appropriate</p>	<p>Name:</p> <p>Address:</p> <p>Tel. No.:</p> <p>Occupation:</p> <p>Do we have your permission to contact this referee:</p> <ul style="list-style-type: none"> • At any time *Y / N • Only when a provisional job offer has been made *Y / N <p>* Please delete as appropriate</p>
<p>In line with the Asylum & Immigration Act 1996, applicants must be eligible to live and work in the UK without restrictions. Do you have the right to take up employment in the United Kingdom? YES/NO</p> <p>Do you require a Work Permit or Workers Registration? YES/NO</p> <p>If yes please provide details.</p>	
<p>Have you ever previously been employed by this company? YES/NO</p> <p>(If Yes please give details)</p>	

ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

Please use this space for details of any hobbies/interests, and any other information you consider relevant:

A candidate found to have knowingly given false information or to have wilfully suppressed any material fact will be liable to disqualification, or, if appointed, to dismissal.

I declare that to the best of my knowledge and belief all the foregoing statements are true and complete.

Signature of applicant: _____

Date: _____

CANVASSING WILL DISQUALIFY

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

How did you hear about this position? **(Please tick all that apply)**

Company website	<input type="checkbox"/>	Job Centre/Job Centre Online	<input type="checkbox"/>
Company social media	<input type="checkbox"/>	NI Jobs	<input type="checkbox"/>
3 rd Party social media	<input type="checkbox"/>	Word of mouth	<input type="checkbox"/>
Other (Please specify)	<input type="checkbox"/>		

Privacy Notice

The data contained in this application form will only be used for the purpose of progressing this application for employment. The sensitive personal data on the attached monitoring form will only be used to comply with the requirement of statutory legislation.

The company will not share any of the information provided in your application with any third parties for marketing purposes or store any of your information outside the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to contact you to progress your application. Further to this, if successful and upon appointment to the role, we will use your personal details including the email address provided, to both register you for any scheduled training on our LMS software and update your details on our Company software. We will use the other information you provide to assess your suitability for the role you have applied for. You do not have to provide what we ask for but it might affect your application if you don't.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

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