

APPLICATION FOR EMPLOYMENT

Position Applied For: _____

How did you hear about this job? _____

INSTRUCTIONS FOR COMPLETION:

- You should submit this form only – supplementary material such as CV's will not be considered as a substitute for completing this form.
- You should use this form to highlight how you meet the criteria outlined in the job description and person specification.
- Applications should be completed in **BLACK INK** and in **BLOCK CAPITALS**.
- Please make sure you complete all sections of the application form.
- Short listing will be based solely on the information given on this form.
- Information you give will be treated as confidential and must be complete and correct.
- If you experience any difficulties in completing this application form or have any additional requirements in relation to your application please contact the HR department at LacPatrick Co-op Society Ltd.
- Completed application form to be returned along with monitoring form in an envelope marked for the attention of "The Monitoring Officer" to the appropriate LacPatrick address as outlined in the advertisement

*We are an equal opportunity employer and welcome applications
from all sections of the community.*

APPLICATION FORM

For company use only:

POSITION: _____ Applicant Ref. No _____
 Job Ref. No. _____ Closing Date: _____

PERSONAL DETAILS:

Forename(s): _____ Surname: _____
 Address: _____

 _____ Postcode: _____
 Tel. No. _____ Mobile: _____
 E-mail: _____
Emergency Contact Name: _____ Relationship: _____
 Address: _____
 Tel. No. _____ Mobile: _____

INTERVIEW ARRANGEMENTS:

Please outline below any reasonable adjustments required to enable you to attend an interview, or which you wish us to take into account when considering your application. Reasonable adjustments may include sign language interpreters or making the interview room accessible for you. If you would like to discuss your disability requirements further, please contact the HR department.

Please outline below any dates within the next 8 weeks when you are unavailable for Interview

EDUCATION AND TRAINING

Please provide details and results of any relevant qualifications gained, including apprenticeships, further and higher education and professional qualifications.

Name of Qualification (e.g. GCSE, A Levels, Leaving Cert HND Degree)	Subject or Title Taken	Result/Qualification gained

Please provide details and results of any relevant additional training/development attended/achieved relevant to requirements in the job description e.g. Food Safety Certificate/Forklift Licence/Risk Assessment/Auditing.

Subject or Title	Result

Note: candidates attending for interview must be able to produce evidence, if required, of examination success, professional qualifications, etc. in the form of original certificates. These documents must **not** be forwarded with this application form.

EMPLOYMENT/WORK EXPERIENCE HISTORY

History of all previous employment/work experience, starting with most recent:

From	To	Name and Address of Employer	Nature of business	Reason for leaving
Please outline position held, i.e. job title including responsibilities and duties.				

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continue on a separate sheet if necessary

RELEVANT INFORMATION:

By using examples, please clearly demonstrate how you meet the essential and, if applicable, desirable criteria outlined in the job description:

SUPPLEMENTARY INFORMATION:

1. Are you eligible to work in the UK /Republic of Ireland?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>*Please note that evidence of eligibility to work in the UK/RoI must be produced for all successful candidates</i>		
2. Have you been convicted for a criminal offence with is not “spent” under current legislation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are you willing to work weekends (Saturday and Sunday)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

REFERENCE CONSENT FORM

Referees should normally be work-related and at least one should be a former employer. Relatives should not be used as referees.

AUTHORITY FOR RELEASE OF INFORMATION	
In connection with my application for employment with LacPatrick Co-Op. I, authorise LacPatrick Co-Op Society Limited to contact my referees, details provided below. I voluntarily waive all recourse to individuals releasing such information from any liability by complying with this request.	
REFERENCE PROVIDER DETAILS	
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Occupation:	Occupation:
Tel No:	Tel No:
Fax No:	Fax No:
Mobile No:	Mobile No:
Email:	Email:

Referees will never be contacted before an interview. If you wish for your referees to only be contacted after a conditional verbal offer has been made, please tick here.

DECLARATION:

I confirm that the information given on this form is, to the best of my knowledge, true and complete. I understand that any false statements may disqualify me from employment or render me liable to summary dismissal.

Signature:

Date:

