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| FOR INTERNAL USE ONLY: | | | | | |
| Post Applied for: |  | | Application Reference: | |  |
| Closing Date: |  | | Interview Date: | |  |
| **RTU Job Application Form** | | | | | |
| Please complete this form and the Monitoring Form and return to;  **HR Department**  **RTU Ltd**  **Cloughfern Avenue**  **Newtownbbey**  **BT37 0UZ**  **Or by email to**  Please note that the Monitoring Form is separated from your application and is not used in the selection process. | | | | | |
| THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE | | | | | |
|  | | | | | |
| **Personal Details** | | | | | |
| FIRST NAME: | |  | LAST NAME: | |  |
| ADDRESS: | |  | | | |
| TOWN: | |  | POSTCODE: | |  |
| CONTACT NUMBER: | |  | EMAIL ADDRESS: | |  |
| Do you hold a full driving licence? | | | | Yes |  |
| No |  |
| Are you free to remain and take up employment in the UK with no current immigration restrictions?  *As an employer RTU Ltd need to know if it is legal for you to work in the UK. You will need to show proof of your right to work.* | | | | YES |  |
| NO |  |

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| **Current Employment** | | | |
| Please give details of your current employer (If unemployed give details of last employer) | | | |
| Name of Employer: |  | | |
| Industry: |  | | |
| Address: |  | | |
| Post Title: |  | | |
| Date of Appointment: |  | Notice Period / Date of Leaving: |  |
| Salary: |  | | |
| Reason for Leaving: |  | | |
| Describe the main activities of your current/most recent job: | | | |

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| **Previous Employment** *(Please list most recent first)* | | | |
| Dates  From To | Employers Name and Address | Position Held | Reason for Leaving |
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| PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY |

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| **Education** | |
| Course | Qualification/s Obtained |
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| PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY | |

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| **Professional or Technical Training/Qualifications** | |
| Course | Professional / Technical Qualification |
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| PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY | |

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| **Supporting Information** |
| Please outline how you meet the essential criteria detailed within the job description whilst providing examples: |

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| PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY |

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| **Declaration** | | | |
| I confirm that the information in this application form is correct and that I have not omitted any relevant details. I understand that any false or misleading information, or material which was wilfully suppressed, may result in this application not being pursued, or if appointed, may result in my contract being terminated. | | | |
| Signature: |  | Date: |  |