



**EMPLOYMENT APPLICATION FORM**

**EAST DOWN ADVERTISER**  
East Down in Focus

**NORTH DOWN ADVERTISER**  
Bangor • Holywood • Donaghadee

**SOUTH SIDE ADVERTISER**  
BT6 • BT7 • BT8

**THE ARDS ADVERTISER**  
NEW TOWNARDS • COMBER • KILLINCHY • BALLYGOWAN • ARDS PENINSULA

**THE LISBURN ADVERTISER**

**EDA Media  
Unit 14 Windmill Business Park,  
19a - 31 Windmill Road,  
Saintfield, BT24 7DX**

**Telephone: 028 9751 1002**

Name of Applicant \_\_\_\_\_

Reference No. \_\_\_\_\_

Date \_\_\_\_\_

Position Applied For \_\_\_\_\_





## ADDITIONAL INFORMATION

Please write here or attach an additional sheet, information, not covered elsewhere, which will strengthen your application.

## CAREER CHOICE

Explain why you have applied for this position. Offer evidence of your suitability (*e.g. courses undertaken, work experience, skills and strengths*). Emphasise why you consider yourself to be a strong candidate. You may submit another sheet if needed.

## HEALTH DECLARATION

Are you aware of anything that would preclude you from fulfilling the job for which you are applying?

## CRIMINAL CONVICTIONS

Do you have any criminal convictions? If so please give date and details below.

## REFERENCES

One of whom should be a recent employer.  
Do not list a relative as a reference.

Name	
Address	
Postcode	
Occupation	
Telephone	
Email	

Name	
Address	
Postcode	
Occupation	
Telephone	
Email	

## PLEASE READ AND SIGN

In submitting this application, I understand that:

- A. Any misrepresentation of facts in this application will be just cause for rejection of my application or dismissal if hired.
- B. If hired, I will accept and abide by all rules and regulations governing my employment.
- C. I authorise EDA Media to verify my work history and references for employment consideration.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## MONITORING QUESTIONNAIRE

### Private & Confidential

Ref No:

We are an Equal Opportunity 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 your 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/application form.

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