



Reference Number: _____

Position Applied For: _____

Closing Date: _____

APPLICATION FOR EMPLOYMENT

Completed Applications should be returned to either: hr@edamedia.co.uk or posted to EDA Media, 14 Windmill Business Park, Windmill Road, Bangor, BT24 7DX for the attention of **THE MONITORING OFFICER**

*Please complete in **Black Ink***

A. PERSONAL DETAILS

FORENAMES:		SURNAME:	
ADDRESS:			
POSTCODE:		NATIONAL INSURANCE NUMBER:	
HOME TEL NUMBER:	MOBILE TEL NUMBER:	EMAIL ADDRESS:	

Have you worked for EDA Media before? Yes / No

If yes, please give details: _____

Do you hold a current Driving Licence? Yes / No

Have you had any convictions for driving offences? Yes / No

If yes, please give dates and details: _____

B. SPECIAL REQUIREMENTS

If you are invited to attend for interview, are there any reasonable adjustments or arrangements you require?
Yes / No

If yes, please give details: _____

Is there any date/time when you would not be available for interview if required? _____

C. EDUCATION, QUALIFICATIONS & TRAINING

Please give details of examinations passed

YEAR	EXAMINATION/QUALIFICATION	SUBJECT	GRADE

Membership of Professional Bodies

NAME OF PROFESSIONAL BODY	DATE OF ENTRY	TYPE OF MEMBERSHIP

Additional Training Courses

TRAINING COURSE DETAILS	FROM	TO	CERTIFICATE/GRADE

D. EMPLOYMENT HISTORY

Please give details of all posts you have held. Start with your present or most recent post and work backwards. Indicate all periods of unemployment:

NAME & ADDRESS OF EMPLOYER	DURATION FROM / TO	JOB TITLE - DUTIES & RESPONSIBILITIES	SALARY/ REASON FOR LEAVING

Please continue on a separate sheet if required

Current/most recent salary: _____

How much notice are you required to give your present employer? _____

F. INTERESTS, HOBBIES & SPORTS

Please give details of your spare time interests and hobbies including details of membership of committees, voluntary work etc.

G. REFEREES

Please give the names and addresses of two persons who have agreed to act as referees and who have known you for at least two years. At least one referee should have detailed knowledge of your career to date and neither should be a relative.

Name: _____

Name: _____

Address: _____

Address: _____

Occupation: _____

Occupation: _____

Telephone Number: _____

Telephone Number: _____

H. CRIMINAL CONVICTIONS

Have you ever been convicted of a Criminal Offence excluding convictions which are regarded as 'spent' under the Rehabilitation of Offenders (Northern Ireland) Order 1978? Yes / No

If yes, please give details in a separate, sealed envelope marked confidential.

I. DECLARATION

I hereby declare that the information given in this application is, to be best of my knowledge, true and correct. I also agree that any misrepresentation by me will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation or liability to the Company other than for any services rendered.

SIGNATURE: _____

DATE: _____

EDA Media T/A Ballyforde Limited

An Equal Opportunities Employer

Reference Number: _____

EDA Media T/A Ballyforde Ltd is an Equal Opportunities Employer. The company will provide equality of opportunity for all employees and job applicants based on the individual's job performance, ability and merit. The aim of the policy is to ensure that no employee or job applicant receives less favourable treatment on the grounds of sex, marital status, ethnic origin, disability, religious beliefs or political opinion. This principle will apply to recruitment, promotion, transfer, training, benefits, facilities and all terms and conditions of employment. The company recognises the need for positive action to encourage equality of opportunity for all and will pursue policies designed to promote equality and eliminate discrimination and will regularly review their effectiveness.

Under the provisions of the Fair Employment & Treatment (NI) Order 1998, we are required to monitor the community background of all our job applicants. This information helps us to monitor the effectiveness of our policy and to ensure that our employment practices are fair. The answers to the questions below will be treated as strictly confidential and will be retained separately and will not be used as the basis for any employment decision.

Your co-operation would be of great value since the provision of the information is essential in order to enable us to demonstrate that our employment practices are fair.

Post Applied For: _____

How did you hear of the Vacancy: _____

1. Sex Male _____ Female _____

2. **Community**

Please indicate the community to which you belong by ticking the appropriate section:

I am a member of the Protestant Community _____

I am a member of the Roman Catholic Community _____

Other Community _____

3. **Date of Birth** Please indicate your date of birth: _____/_____/_____

Thank you for your co-operation.