

Position:  
Reference:  
Application form to be returned by:  
FACT Ltd. Barnlee  
37 Lisnaskea Road, Barnhill, Lisnaskea, Co  
Fermanagh Bt 92 OHD Ph.+ 44(0) 2867723233

## PERSONNEL OFFICER



FACT Ltd Barnlee, Lee Cottage, Sheebeg

### Equal Opportunity Employer

#### OFFICE USE

Applicant No \_\_\_\_\_

S/L \_\_\_\_\_

Int Time \_\_\_\_\_

Int Date \_\_\_\_\_

References Received and Checked

Appoint

Reserve

Waiting List

Regret

1

2

Post applied for \_\_\_\_\_

Applications must be returned by:

Late applications will not be considered

PLEASE NOTE THAT FAILURE TO COMPLETE ANY PART OF THIS FORM MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED. CV's ARE NOT ACCEPTED.

### 1. PERSONAL DETAILS

Mr/Mrs/Miss/Ms \_\_\_\_\_

Surname \_\_\_\_\_

Any former surname \_\_\_\_\_

Forenames \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Tel No Home \_\_\_\_\_

Work or Other Contact No \_\_\_\_\_

Email Address \_\_\_\_\_

National Insurance No 

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Citizen of EC Country YES/NO

Non EC (Please State) \_\_\_\_\_

Do you have access to a Motor Car YES/NO

Do you possess a Current Full Driving Licence YES/NO

**Applicants for Drivers positions must enclose a copy of relevant licence**

#### **NB Child Care/Vulnerable Adults posts Only**

Please state previous address if you have lived less than 3 years at your present address

\_\_\_\_\_

\_\_\_\_\_

IMPORTANT: All convictions must be declared.

**1. Have you ever been convicted of a criminal offence (other than a spent\* conviction under the rehabilitation of offenders act 1974)? \* for details refer to Citizens Advice Bureau Yes / No**

**2. Are you the subject of any current or pending investigation? Yes / No**

If yes – details (including type of offence, date, sentence, fine etc) are required from you and should be included in a separate envelope; which will only be opened if you are considered for the appointment and will be subsequently returned to you. *Such information will be completely confidential.*

## 2. EDUCATION

Your results - General Certificate of Education/Leaving Certificate/Senior Certificate/

**A** General Certificate of Secondary Education etc please specify

Examining Board	Subjects Passed	Level	Grade	Year	Examining Board	Secretarial Subjects	Stage	Part	Grade	Year

University Degree(s), Diploma(s), Technical Qualifications (or equivalent) Obtained with Dates

**B**

Qualification	University/College	Dates

## 3. PROFESSIONAL QUALIFICATIONS

**A** By Examination

Name of Professional body or bodies	Examination Taken		Examination Yet to be taken with dates
	Intermediate with date and result	Final with date and result	

**4. PRESENT EMPLOYMENT DETAILS** (It is not necessary to record this again in section 6.)

Present or most recent Employer \_\_\_\_\_

Name and Address \_\_\_\_\_

Title of Post Held/Grade \_\_\_\_\_

Location/Base \_\_\_\_\_

Date appointed to this post \_\_\_\_\_

Present Salary \_\_\_\_\_

Period of notice required by present Employer \_\_\_\_\_

Brief description of current duties

.Please use bullet points. \_\_\_\_\_

**5. TRAINING/CONTINUING PROFESSIONAL EDUCATION**

Please give details of any courses you have attended (with dates)

**Post Registration Training:**

**Additional Training:**





**7. ATTENDANCE RECORD**

This Information may be subject to verification with your employer

Number of days absent on sick leave in the past 2 years \_\_\_\_\_

Number of sick leave episodes in the past 2 years \_\_\_\_\_

**8. FURTHER INFORMATION WHICH MAY SUPPORT YOUR APPLICATION**

**\*You may find it helpful to refer to the Personnel specification and/or Job description**

**9. REFEREES**

Please name two referees one of whom should be your present or most recent employer. (Relatives should not be named as referees)

1. Name	_____	2. Name	_____
Designation	_____	Designation	_____
Address	_____	Address	_____
	_____		_____
	_____		_____
Tel No	_____	Tel No	_____

These referees may be contacted in advance of your interview unless you specify otherwise.

## 10. MEDIA DETAILS

Please indicate how you become aware of this vacancy

Impartial Reporter

Fermanagh Herald

Internal Trawl

Training & Employment Agency

Internet

Other Publications - Please Specify

\_\_\_\_\_

## 11. DECLARATION

I declare that the foregoing information is true and correct to the best of my knowledge and belief. I understand that appointment may be subject to a satisfactory medical examination and that canvassing will disqualify.

I am aware that I will be held responsible for the accuracy of this Declaration and that if any answer is found to be false within my knowledge or if any relevant fact has been wilfully suppressed, that if appointed to this post my contract may be terminated or any offer of employment withdrawn.

I agree, if shortlisted for a post involving working with children, young people or persons with a learning disability that FACT Ltd can request relevant information from the DHSS and the Police.

I understand that in submitting this application form and in any subsequent employment with this Employing Authority, I Consent to my information being processed in accordance with the Data Protection Act 1998.

Signature

\_\_\_\_\_

Date

\_\_\_\_\_





