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| Greenway Women’s Group **EMPLOYMENT APPLICATION FORM** |

**Ref: No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***ALL INFORMATION RECEIVED IS CONFIDENTIAL***

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| ***Post applied for:*** |  | |
| ***Where did you see this post advertised:*** | |  |

###### PERSONAL DETAILS

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| ***Name:*** |  | |
| ***Address:*** |  | |
| ***Postcode:*** |  | |
| ***Telephone No:*** |  | |
| ***Have you a full driving licence?*** | |  |
| ***Do you have the use of a car?*** | |  |

**QUALIFICATIONS**

Please list all your qualifications starting with those obtained in Full-time Education and ending with those obtained through Further & Higher Education.

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| --- | --- | --- | --- |
| **Institution** | **Date** | **Course** | **Qualifications Achieved** |
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**Employment History:** Your present employment first

Please give details of all jobs held starting with your present or most recent employer working backwards in chronological order. Please account for any period not recorded.

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| **Name & Address** | **Position Held** | **Dates** | **Duties** | **Reason for Leaving** |
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**Skills & Experience:** Please demonstrate your skills & experience that you feel are relevant to the post in the box below.

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**Please outline below any other personal qualities or skills which you have that are relevant to the post.**

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#### **References**

Please provide the names of two referees who can supply direct information on your experience, work record and ability to carry out the duties of this post.

References will be taken up with your permission if you are offered the position.

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| **Name**  **Organisation**:  **Address:**  **Phone Number**:  **Email:** | **Name**  **Organisation**:  **Address:**  **Phone Number**:  **Email:** |

### *CRIMINAL RECORD*

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| ***Please note any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders (Northern Ireland) Order 1978.***  ***If none please state.***  ***In certain circumstances employment is dependent upon obtaining a satisfactory disclosure of criminal records.*** |

###### DECLARATION

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| ***I certify that the above information is complete and correct.*** |
| ***Signature:***  ***Date:*** |

***Please complete and return to:***

***19-21 Greenway***

***Cregagh Estate***

***Belfast BT6 0DT***

***N. Ireland***

***028 90799912***

***Email***

***Closing date for return of Applications:***

***6th December 2024 @ 12 noon***

***Appointments will be subject to satisfactory***

***References and verification of Qualifications.***

***Please note you will be required to undergo suitable vetting checks via Belfast Trust before commencing employment***

***Any additional information can be included on a clearly headed separate sheet.***