

APPLICATION FOR EMPLOYMENT
STRICTLY CONFIDENTIAL

PLEASE
ATTACH
RECENT
PHOTO

ARCROYAL

ArcRoyal.
Kells, Co. Meath.
Telephone: (046) 9280100, Fax: (046) 9280110

IT IS ESSENTIAL THAT ALL QUESTIONS BE ANSWERED FULLY AND LEGIBLY

If you do not complete all sections of the form the application may not be considered.
Please complete this form in your own handwriting.

WHAT POSITION ARE YOU APPLYING FOR? _____

WHAT IS YOUR PPS NUMBER? _____

ARE THERE ANY RESTRICTIONS OF YOUR RIGHT TO WORK IN IRELAND? YES _____ NO _____
(Please tick)

IF YES PLEASE GIVE DETAILS: _____

DO YOU HOLD A VALID FORM OF IDENTIFICATION? YES _____ NO _____ (Please tick)

If yes, please state the type(s) of identification(s): _____

SURNAME _____

NEXT OF KIN

FORNAMES _____

NAME _____

PERMANENT ADDRESS _____

ADDRESS _____

TEL: HOME _____ MOBILE _____

PHONE NUMBER: _____

ARE YOU WILLING TO WORK?

A. Shift Work: YES NO B. Overtime: YES NO

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE / CRIME? YES NO

ARE YOU CURRENTLY UNDER INVESTIGATION FOR ANY ALLEGED OFFENCE / CRIME? YES NO

If you answered yes to either of the above two questions, please complete the following:

<i>Nature of offense(s) leading to conviction(s)</i>	<i>Date(s) offense(s) was/were committed</i>	<i>Sentence(s) imposed</i>	<i>Type(s) of rehabilitation</i>

I declare that I have disclosed full details of all convictions recorded against me in the Republic of Ireland and / or any other jurisdiction. I also declare that I have disclosed full details of any investigations against me for any alleged offence (s) or crime (s) in the Republic of Ireland and / or any other jurisdiction.

I understand that any omission or misrepresentation of fact may in the event of my obtaining employment lead to disciplinary action up to and including dismissal.

Name: _____ Signature: _____ Date: _____

PROFESSIONAL AND TECHNICAL QUALIFICATIONS

Membership of Professional Institution	Date

EDUCATION QUALIFICATIONS: Give details of secondary and Third Level Education (only)

Education Institution	From	To	Exams Taken	Subjects Taken	Level Taken	Result for Subject

SPECIAL SKILLS AND APTITUDES:

Please list any special skills or aptitudes you possess that might be of benefit to you in the position you have applied for:

CURRENT STUDIES:

Please give details of any courses being undertaken at present, or future education planned:

LANGUAGES:

List languages spoken and classify proficiency as follows:

Language	Fluent	Fair	Basic

CAREER

PRESENT OR LAST EMPLOYMENT:

Name and address of Employer _____ Type of Business _____

_____ Phone _____ Date of Appointment _____

Position Held _____ Date left (if applicable) _____

Starting wage _____ Current or last wage _____ Date of next review _____

Other remuneration (e.g. Company Car, Bonus, Pension, Profit Scheme)

To whom did you report (name & job title) _____

Briefly describe your main responsibilities and activities. Please mention what you consider to be your main contribution to this position (continue on separate sheet if necessary)

Reason for leaving or wishing to leave _____

DO YOU INTEND TO WORK FOR ANYONE ELSE ON A PART TIME BASIS WHILE WORKING WITH ARCROYAL?

PLEASE STATE NAME OF COMPANY _____

PREVIOUS EMPLOYMENT: Please start with appointments previous to your present/last one.

Employers Name, Address and nature of Business	Month/Year From To	Job title and main duties To whom did you report?	Salary on leaving	Reason for Leaving

Please write a short account of your career to date including:

1. Level or responsibility in relation to your present department and the firm.
2. Any other information which you consider relevant to the position for which you are applying, e.g. equipment or processes with which you are familiar.
3. Ideas or ambitions you may have for your future.

If space is insufficient, continue on a separate sheet of paper.

What are your leisure interests, sports, hobbies, etc?

If presently employed, how much notice are you required to give? Weeks : _____

Have you previously applied for employment with this company Yes No
If yes, give the approximate date of application and position applied for

Date of application _____ Position applied for _____

References Give names, addresses and phone numbers of three persons (not relatives) to whom we may apply for references. Two must be previous employers. ***(Please note we may contact these referees on receipt of your application).***

1. _____
2. _____
3. _____

Note: Your present employer will not be contacted without your permission. Applicants without previous work experience, should give school / college references. All appointments are subject to satisfactory references and medical report.

How did you hear about careers at ArcRoyal? Please tick the appropriate box

- | | | | |
|------------------------------------|--------------------------|--|--------------------------|
| a. Contact from Relative/Friend | <input type="checkbox"/> | e. Newspaper Advertisement.Which?..... | <input type="checkbox"/> |
| b. LinkedIn | <input type="checkbox"/> | f. Radio Advertisement – Which?..... | <input type="checkbox"/> |
| c. Online job listing. Which?..... | <input type="checkbox"/> | g. Other – Please specify | <input type="checkbox"/> |

*I agree that by signing below I am giving permission to ArcRoyal to take up references and furthermore if I am offered employment and I accept I will undergo a medical examination as required.
I understand that any omission or misrepresentation of fact on this application form may in the event of my obtaining employment, render my employment agreement null and void resulting in immediate termination of contract.
To the best of my knowledge all information I have given on this form is accurate and true.*

Signed: _____ Date _____
CANVASSING WILL DISQUALIFY.