



Head Office: 11 Ballinderry Road, Lisburn, BT28 2SA  
 Tel: (028) 9266 8831 Fax: (028) 9266 8832

## APPLICATION FOR EMPLOYMENT

Information you give will be treated as confidential and must be complete and correct.  
 Curriculum Vitae's will only be accepted in support of a fully completed application.

**POSITION APPLIED FOR (please tick):**

- HGV Class 1 (CE) or Class 2 (C1E or C) Drivers**
- Weekend & Evening Relief Drivers Class 1(CE) or Class 2 (C1E or C)**
- Relief Drivers for Holiday cover**
  
- Edentrillick Quarries Ltd**
- McQuillan Skip Hire Ltd**

**PERSONAL DETAILS** (Please complete in Block Capitals)

Title	Surname	Forename(s)
Address:		
<b>Post Code:</b>		
Email address:		
Home Telephone No (including STD Code):		Mobile No:
Place of Birth:		National Insurance Number:
Do you need a work permit to take up employment in the UK? <span style="float: right;">YES / NO</span>		
Do you hold a current Driving Licence which enables you to drive in Northern Ireland? <span style="float: right;">YES / NO</span>		
<i>If yes, please provide the following;</i>		
Licence Number:		Expiry Date:
Classes held on Licence:		Endorsements:
Do you have a car or access to a mode of transport? <span style="float: right;">YES / NO</span>		
<i>If no, what would be your proposed method of transport to work?</i>		
Have you worked for any McQuillan Company before? <span style="float: right;">YES / NO</span> (If yes, please detail)		
From		To

<b>EDUCATION</b> (Details of type of schools, institutes attended e.g. Secondary, Comprehensive, Grammar, College, etc and examinations passed etc)				
<b>Secondary Education</b>				
<b>From</b>	<b>To</b>	<b>Type of School</b>	<b>Subjects Taken and Grades Attained</b> (GCSE, GCE, CSE, RSA/OCR, A / AS Level, NVQ, ONC/OND, or equivalent)	<b>Date Achieved</b>
<b>Further / Higher Education</b>				
<b>From</b>	<b>To</b>	<b>College/University</b>	<b>Subjects Taken and Grades Attained</b> (HNC/HND, Degree, or equivalent)	<b>Date Achieved</b>
<b>Management / Technical / Postgraduate Attainments</b>				
Please list below training courses you have completed which are relevant to the post you are applying for;				

<b>PRESENT EMPLOYMENT</b>		
Name and Address of Employer:		Nature of Business: (numbers employed if known)
Job Title:		Date Appointed:
Are you currently employed by this organisation?  <b>YES / NO</b>		Reason for leaving:
Current Basic Salary:		Pension Terms:
Other Pay Benefits (bonuses, commission):		Fringe Benefits (car etc):
<p><b>Please outline your present responsibilities, stating to whom you are responsible and who is responsible to you.</b> (Draw an organisation chart if appropriate)</p>		
<p><b>What period of notice are you required to give to your present employer?</b></p>		
<b>EMPLOYMENT HISTORY</b>		
Please give full details of all previous employment, including vacation or part time work, and account for any gaps in your employment.		
<b>From - To</b> (month and year)	<b>Name of Employer</b> <b>Nature of Business</b>	<b>Job Title / Main Duties / Salary / Reason for leaving</b>

**ADDITIONAL INFORMATION**

**Languages** (state proficiency)

**Computer Skills**

Please indicate your level of competence in using computers, and indicate any applications, software or programming language which you are familiar.

**LEISURE ACTIVITIES**

Details of Leisure Activities, Interests, Sports, Associations, Public Posts etc.

**Please set out further information which you think should be taken into account in considering your application. What are the main aspects of your career which feel qualify for this post?**

**State how you meet each of the criteria both essential and desirable, as set out in personnel specification (if provided).**

**REHABILITATION OF OFFENDERS**

Please give details of any convictions for criminal offences which are not regarded as 'spent' convictions under the Rehabilitation of Offenders (NI) Order 1978. (Include nature of offence and sentence):

**REFERENCES**  
 Please list the names and addresses of two people who are not related to you, to whom references may be sent. One of your referees must be either your current or previous employer (if any) and both should be able to comment on your ability to carry out the particular tasks of the job.

<b>Name:</b>	<b>Name:</b>
<b>Occupation:</b>	<b>Occupation:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone Number:</b>	<b>Telephone Number:</b>
<b>Relationship to Referee:</b>	<b>Relationship to Referee:</b>

May we contact your current employer? **YES / NO**

How soon could you be free to take up a new appointment?

What salary do you expect to receive?

**DECLARATION**

The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate misrepresentation of factual information may prejudice my application or lead to an offer or contract of employment being withdrawn. By signing and returning this application form you consent to the Company using and keeping information about you, provided by you or by third parties such as references relating to your application for future employment. Such information also includes details relating to your ethnic origin and criminal record.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_