

Ref: _____

Please complete all sections in black ink.
Information will be treated as confidential.



APPLICATION FOR EMPLOYMENT

POST: *Grounds Maintenance Assistant*

Surname: _____		Forename(s): _____	
Present Address			
Street: _____			
Town: _____		Postcode : _____	
Telephone (home) _____		(work) _____	
(mobile) _____		(email) _____	
Do you hold a current, clean driving licence YES NO PSV licence YES NO HGV licence YES NO			

PERSONAL DETAILS

SECOND LEVEL EDUCATION (Name of school/college not required. Documentary evidence of qualifications will be required from the successful candidate.)		
Level of Examination	Subject obtained/to be taken	Grade

EDUCATION & QUALIFICATIONS

EMPLOYMENT HISTORY	Please give details of employment in chronological reverse order starting with current position				
	Name and address of employer	Post held (detail if more than on in same employment)	Annual salary/ Weekly wage	Dates	
				From	To
What notice is required to terminate your present employment? _____ If appointed, when could you commence work? _____ May we ask your present and past employers for a reference if required? YES NO					



SUITABILITY (ESSENTIAL CRITERIA)

Please outline below how you feel you meet the **essential criteria** listed in the Personnel Specification. *Ensure that your information fits inside the boxes provided on this form.*

ESSENTIAL CRITERIA from Personnel Specification: General maintenance knowledge; Skills or experience relevant to grounds maintenance; Manual labour

DESIRABLE CRITERIA from Personnel Specification: Painting and decorating skills to support the caretaking team if required; applicants are invited to provide the duties and responsibilities of the posts held and any other information they consider relevant to the application including qualities they would bring to the post.



Please note that this post may be a 'regulated position' as defined under POCVA (NI) Order 2003. Is there any reason as to why you would not be suitable to work with children/young people in an educational institution? YES ☐ NO ☐

If 'Yes' please provide reason

Please provide information below to explain any gaps in your employment history.

The names of two referees should be supplied. They may be from your school, college or employment, at least one should be from your current/most recent employer. References should not be supplied by relatives. Testimonials should not be submitted.

Referee 1

Name

Organisation

Position

Address

Email

Telephone

Contact prior to interview? YES ☐ NO ☐

Referee 2

Name

Organisation

Position

Address

Email

Telephone

Contact prior to interview? YES ☐ NO ☐

DECLARATION (Canvassing/Declaration/Consent/Data Protection)

I hereby certify and declare that:

- (a) I declare that I have not canvassed in any way and that the information contained in this form is true and accurate.
- (b) I understand this post is exempt from the provisions of the Rehabilitation of Offenders (NI) Order of 1978 by virtue of the Rehabilitation of Offenders (Exemptions) (NI) order of 1979 and (Exemptions Amendment) Order (Northern Ireland) 1987. In the event of my application being successful, I consent to a check being made with the Police Service for Northern Ireland to determine if there is any record of convictions, cautions or bind-overs against me.
- (c) The information on this form and equal opportunity questionnaire is required by the College for the purpose of processing your application. The information is covered by the provisions of the Data Protection Act 1998. Your signature to this form is deemed to be authorisation by you to allow the College to process and retain the information for the purpose(s) stated.

Signed _____ Date _____

Please return all completed information to:

FAO Human Resources Dept.
Hazelwood Integrated College
70 Whitewell Road
Newtownabbey
Co. Antrim
BT36 7ES
Telephone: 028 9077 4202
Email: hrdept@hazelwood.belfast.ni.sch.uk

Please don't forget to download, print out and fill in the *Equal Opportunities Monitoring Form* and include it with your application.

Fax: 028 9077 7989
Website: www.hazelwoodcollege.co.uk