

# C.C.R.S.

**CAR & COMMERCIAL RECOVERY SERVICES**

***N.IRELAND'S PREMIER RECOVERY OPERATOR***

## Application For Employment

Name:

Ref No:

Position Applied For:

## Personal Details

Title:

Surname:

Forename:

Address:

Telephone:

Date of birth:

Current driving license: Yes  No

National Insurance:

Details of endorsements  
(if applicable):

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## **Education**

Schools:  
*(secondary, grammar)*

Qualifications gained:

Colleges/Universities:

Qualifications gained:

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## **Additional**

Other Training/  
Courses Attended:

Able to work overtime if  
required?

## **Employment**

<b>From-To</b>	<b>Name/Address of employer</b>	<b>Job Title &amp; Duties</b>	<b>Salary</b>	<b>Reasons for Leaving</b>



## References

*Please note here the names and contact details of two persons from whom we may obtain both character and work experience references.*

## Criminal Record

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders (N.I) Order 1978. If none please state.

## General Comments

Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post.



## Health Details

Have you got a disability?      Yes       No

If YES, please give details and specify any special needs in relation to your disability.

Please list any diseases, disorders, allergies, muscular or muscular skeletal injuries from which you have suffered or do suffer.

Please detail any form of medicine, drugs or treatment you are currently and/or regularly receiving.

Please list all absences from work in the past 12 months and the reasons for such absences.



## Employee Monitoring Questionnaire Private and Confidential Equality of Opportunity

In accordance with the Fair Employment and Treatment (Northern Ireland) Order 1998, all applications for positions in our company must complete the Monitoring Questionnaire below.

We are an Equal Opportunities Employer and do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job. To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our employees, as required by the Fair Employment Act 1989.

Regardless of whether we practice our religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

I am a member of the Protestant Community

I am a member of the Catholic Community

I am a member of neither the Protestant nor Roman Catholic Community

Could you please indicate whether you are:

Female  Male

### **Declaration** *(Please read this carefully before signing this application)*

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor.
3. I agree that the organization reserves the right to require me to undergo a medical examination / pre-employment questionnaire.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

*If you do not complete this questionnaire, we are encouraged to use the residuary method, which means that we can make a determination on the basis of personal information on file. NOTE It is not compulsory for you to answer the above questions. However we would stress that it is a criminal offence under the legislation for a person to give false information in connection with the preparation of a monitoring return.*