

Head Office: Norwood House, 96 – 102 Great Victoria Street, Belfast BT2 7BE

T: 028 9033 3443

E: careers@doran.co.uk

W: [www.doran.co.uk](http://www.doran.co.uk)

We are an Equal Opportunities employer and welcome applicants regardless of religious belief, political opinion, sex, gender, sexual orientation, having or not having dependents, marital status, disability, race, colour, ethnic origin or age.

# PLEASE READ THE WHOLE OF THE FORM BEFORE YOU START FILLING IT IN AND THEN COMPLETE EVERY SECTION. ANY DECISION TO INTERVIEW YOU WILL BE BASED SOLELY ON WHAT YOU TELL US IN THE FORM. A CV IS NOT REQUIRED. AT A LATER STAGE IN THE RECRUITMENT PROCESS YOU MAY BE ASKED TO PROVIDE FURTHER INFORMATION. YOU MAY ALSO BE REQUIRED TO TAKE AN APTITUDE TEST AND COMPLETE A MEDICAL QUESTIONNAIRE/ PARTICIPATE IN A MEDICAL EXAMINATION.

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| **Position applied for** **Permanent or Temporary** (please circle) | **Permanent Summer Placement Year Out Placement** |
| **Personal Information** |  |  |  |  |
| **Title e.g. Mr/Mrs/Miss** |  |
|  |  |  |
| **Surname** |  |  |
|  |  |  |
| **Forename(s)** |  |  |
|  |  |  |
| **Address** |  |  |
|  |  |  |
|  |  |  |
| **Postcode** |  |  |
|  |  |
| **Home Telephone number****Mobile Telephone number** |  |
|  |  |  |
| **Email address** |  |  |
|  |  |  |  |  |

**Do you require a work permit to work in the UK? YES / NO**

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| **Education History****\* Enclose copies of certificates of relevant college and/or university qualifications when submitting this application form** |
| **From- to** | **School (Type) / Name of College or University** | **Subject** | **Level / Grade** |
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| **Other training** |  |
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| **State membership of any relevant trade or professional bodies.** | **Body** | **Membership Level** |
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| **List any computer technology skills, stating degree of proficiency.** | **Computer program** | **Degree of proficiency** |
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**Employment History**

Please start with your present or last employment. Voluntary work and ‘work experience’ may be included.

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| --- | --- | --- | --- | --- | --- |
| **From- to** | **Name & address of Employer** | **Job title and duties** | **Start salary** | **Finish salary** | **Reason for leaving** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |

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| --- | --- |
| Notice required in current post  |  |

Which of the above employers have we your permission to contact? Please circle. 1 2 3 4 5

**General Comments**

Please detail here, your specific reasons for this application, the strengths you would bring to the post and your career ambitions.

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**Transport**

Do you own a car or have access to a car for business use? **YES / NO** Have a current driving license? **YES / NO**

**Disability Discrimination Act 1995/ Equal Opportunities**

Doran Consulting welcomes applications from people with disabilities who meet the selection criteria. Please let us know if you require any adjustments, due to disability, to be made to enable you to attend an interview, or which you wish us to take into account when considering your application. For example, provision of sign language interpreter, provision of recruitment materials in another format, special computer equipment or different working arrangements.

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**Criminal Record**

Have you ever been convicted of a criminal offence? You do not need to answer YES if the conviction is spent in accordance with current Rehabilitation of Offenders legislation. But if your answer is YES please give details. **YES / NO**

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**References**

Please provide the names, addresses and telephone numbers of two referees (who will only be contacted by Doran Consulting with your permission).

**1. Professional**

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| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename(s)** |  |
| **Address** |  |
|  |  |
| **Postcode** |  |
| **Telephone number** |  |

**2. Personal**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename(s)** |  |
| **Address** |  |
|  |  |
| **Postcode** |  |
| **Telephone number** |  |

**Declaration**

I certify that all the information I have given is correct. I understand that any false information may result in any job offer being withdrawn.

|  |  |
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| **Applicant signature**  |  |
|  |  |
| **Date** |  |

Please return this completed application form (enclosing the monitoring information in a separate sealed envelope marked “Confidential”) to:

Human Resources, Doran Consulting, Norwood House, 96 – 102 Great Victoria Street, Belfast, BT2 7BE