

**EQUINITI ICS LTD**

**Application for employment**

Please complete this form in **BLOCK CAPITALS** and in **BLACK INK** and continue on additional sheets where necessary. Send all completed forms for the attention of **The HR Manager, Equiniti ICS Ltd, 205 Airport Road West, Belfast, BT3 9ED, Northern Ireland** or alternatively email: **careers@equiniti-ics.com**

Position applied for: .....	Ref No: .....
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**PERSONAL DETAILS**

Surname .....	(Mr/Mrs/Miss/Ms).....
Forenames .....	
Permanent Address .....	
.....	Postcode .....
Telephone Number .....	
Present Address if different from above .....	
.....	
Telephone Number .....	
Email Address .....	
Nationality (only if member of an EC Country) .....	
N.I Number .....	
How would you describe your state of health .....	
Do you have any serious illness or disability?	Yes                      No
If yes, please give details .....	
.....	
Registered disabled number (if applicable) .....	
Do you have a full clean driving licence?	Yes                      No
Please provide details relating to all unspent convictions and cautions under the Rehabilitation of Offenders Order, 1978	
.....	

**YOUR APPLICATION**

How did you first hear about Equiniti ICS Ltd? .....	
Have you made any previous applications to Equiniti ICS Ltd?	Yes                      No
If yes, please give details .....	
When can you commence employment? .....	

## SECONDARY EDUCATION

Types of School(s)/College(s) e.g. secondary, grammar	Address

## EXAMINATIONS

Level	Subject	Grade	Level	Subject	Grade

## HIGHER EDUCATION

Univ/Institute/College attended	Full course title	Results expected/gained

## PROFESSIONAL MEMBERSHIP/FORMAL TRAINING

Please state membership of any professional body and additional qualifications held

**EMPLOYMENT HISTORY**

Present employer ..... Type of business .....

Address .....

..... Postcode .....

Starting date ..... to .....

Position held .....

Responsibilities and duties .....

.....

Present salary..... Bonuses/Benefits .....

Expected salary ..... Length of notice required .....

Reason(s) for leaving .....

**PLEASE GIVE DETAILS OF PREVIOUS EMPLOYMENT**

Name and location of employer	Dates (from - to)	Position held and responsibilities	Final salary	Reason(s) for leaving

