

APPLICATION FORM

No. _____

CAREERS WITH

Caldwell



NAME

POSITION
APPLIED FOR

DATE

CALDWELL CONSULTING

Unit 6 Forestgrove Business Park Newtownbreda Road Belfast BT8 6AW
Tel 028 9069 9720 Fax 028 9064 1625

17B Queen Street Londonderry BT48 7EQ

caldwellconsulting.co.uk

PERSONAL DETAILS:

Surname: _____ Title: _____

Forename(s): _____

Address: _____

Date of Birth: _____

Email: _____

Telephone No. _____ Mobile No. _____

Do you have a clean and current Driving Licence? Yes No

Do you own a car or have access to a car for business use? Yes No

Caldwell Consulting is aware that some people with disabilities may not be able to hold a driving licence. If appropriate please demonstrate how you can fulfil the mobility requirements for the post for which you are applying.

Have you ever been convicted of a criminal offence which is not yet spent under the Rehabilitation of Offenders Act 1974? Yes No

If yes - please give details:

Medical History - give details of any illness, operation or accident resulting in absence from work exceeding 20 working days in any 12-month period.

PROFESSIONAL MEMBERSHIP:

Please detail below membership of any professional bodies:

Professional Body	Level / Grade of Membership
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<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
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EDUCATION AND TRAINING:

Please list below details of schools, colleges and other places of education and training that you have attended and any grade or qualification obtained, start with the most recent and continue in chronological order:

Establishment	Year	Qualification	Grade

Additional skills / qualifications, scholarships, prizes, Health & Safety, CSR, etc.

COMPUTER SKILLS:

Please complete the list below indicating computer ability, if you are unfamiliar with the software please leave it blank:

Application	Basic	Moderate	Extensive
MS Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amtech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IES VE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="border: 1px solid black; width: 100%; height: 15px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="border: 1px solid black; width: 100%; height: 15px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="border: 1px solid black; width: 100%; height: 15px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CAREER HISTORY:

Please schedule your employment history in reverse order, starting with the present or latest one:

Name and address of employer Date from Date to Position(s) held and brief description of duties

Additional career details

Length of termination notice required by present employer _____

Current Salary _____

Expected Salary _____

SECTOR EXPERIENCE:

Please indicate work sectors in which you have experience:

- | | | | |
|----------------------|--------------------------|---------------------|--------------------------|
| Education | <input type="checkbox"/> | ICT | <input type="checkbox"/> |
| Apartments / Housing | <input type="checkbox"/> | Social Housing | <input type="checkbox"/> |
| Hotels | <input type="checkbox"/> | Industrial | <input type="checkbox"/> |
| Conservation | <input type="checkbox"/> | Sustainability | <input type="checkbox"/> |
| Retail | <input type="checkbox"/> | Security | <input type="checkbox"/> |
| Healthcare | <input type="checkbox"/> | Religion | <input type="checkbox"/> |
| Leisure | <input type="checkbox"/> | Legal | <input type="checkbox"/> |
| Offices | <input type="checkbox"/> | Facility Management | <input type="checkbox"/> |

MONITORING QUESTIONNAIRE - PRIVATE AND CONFIDENTIAL

EQUALITY OF OPPORTUNITY

REF. _____

Caldwell Consulting is an Equal Opportunities Employer. We do not discriminate on grounds of religious belief or political opinion, disability, gender, marital status, age, race, nationality or ethnic origin. 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 our applicants and employees.

Marital Status			
Married <input type="checkbox"/>	Single <input type="checkbox"/>	Other <input type="checkbox"/>	_____

Gender		
Male <input type="checkbox"/>	Female <input type="checkbox"/>	

Disability			
Have you any disabilities you would like us to know about? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes describe:			
If you have a disability what adjustment, if any, can we make to assist you in the job role / interview			

Nationality	
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Community and Ethnic Background				
Community Background				
I am a member of the Protestant Community				<input type="checkbox"/>
I am a member of the Roman Catholic Community				<input type="checkbox"/>
I am a member of neither the Protestant or Roman Catholic Community				<input type="checkbox"/>
Ethnic Background				
White <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Mixed ethnic Group <input type="checkbox"/>	
Irish Traveller <input type="checkbox"/>	Black African <input type="checkbox"/>	Chinese <input type="checkbox"/>	Other <input type="checkbox"/>	
Indian <input type="checkbox"/>	Black other <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	_____	

Note: It is a criminal offence under the legislation for a person to “give false information.....in connection with the preparation of the monitoring return”.

Please ensure that your questionnaire is placed in the STRICTLY PRIVATE AND CONFIDENTIAL white envelope provided and returned to the Monitoring Officer.