**CONFIDENTIAL THRESHOLD APPLICATION FORM FOR EXTERNAL JOB VACANCIES ONLY**

Ref No: --------

Job Title: --------

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**This form is intended to cover all of the areas that we believe are relevant to your application. We realise that to complete this form will require your time and effort but your information will help us to be as accurate as possible in our assessment. You may wish to read the whole form through before starting to answer. Your application will be treated confidentially and no reference will be made to present or past employers without your permission.**  **Please complete this form in black ink or typescript.**

**Personal Details**

|  |  |
| --- | --- |
| **Surname: Title:** | **First Name(s):** |
| **Home Address:** | |
|  | **Postcode:** |
| **Home Telephone Number:** | **Office Telephone Number:**  **Mobile No:** |
| **Nationality:**  **Do you require a UK Work Permit:** | **Do You Hold a Current Driving Licence:** |

**Education (details of type of schools attended, examinations passed etc, since age 11)**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Type of School (e.g. Grammar, Secondary, Comprehensive etc)** | **Examination Taken and Grades Attained** |
|  |  |  |  |

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| --- | --- | --- | --- |
| **From** | **To** | **College/University** | **Course Title and Grade Attained.** |
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**Membership of Professional Bodies**

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| --- | --- | --- |
| **Name of Professional Body** | **Grade of Membership & Registration Number** | **Date Gained** |
|  |  |  |

**Most Recent Appointment**

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| --- | --- |
| **Name and address of employer** | **Nature of business (approximate turnover, numbers employed)** |
| **Are you currently employed by this organisation**  **Yes: ⁯ No: ⁯** | **Number of Employees:** |
| **Title of Appointment:** | **Date appointed:**  **From: To:** |
| **Current basic salary:**  **Other pay benefits:**  **(bonuses, commission etc.)** | **Pension terms:**  **Fringe benefits**  **(car etc)** |

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| **Using the job description from your current post please outline your present responsibilities, stating whom you are responsible and who is responsible to you: (Draw a small organisation chart, if appropriate).** |

**Career Choice**

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| **Why have you chosen to apply for this position at Threshold:** |

**Employment History (Please record all your previous occupational experience, give details of the reasons for any gaps in employment in the section below under Other Circumstances)**

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| --- | --- | --- | --- | --- | --- | --- |
| **Year and Month** | | **Name and address of employer and nature of employer’s business** | **Title of appointment and main duties** | **Reason for leaving** | **Salary and benefits** | |
| **From:** | **To:** |  | | | **Starting** | **Leaving** |
|  | |  |  |  |  | |

**Other Circumstances & Gaps in Employment (Use the space below to give details of any circumstances not covered by the previous questions or any significant gaps between dates (e.g. homemaker, illness, extended travelling).**

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| --- | --- | --- |
| **From:** | **To:** | **Circumstances** |
|  |  |  |

**Please give full details of all training attended**

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| **Where Did You Learn of this Vacancy?**  **(Please tick appropriate box)**  **News Paper/Job Finder: Website:**  **Through a Friend: Other**  **(Please Specify)** |

**Any Other Information**

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| **Please use this space to provide any additional information which you wish to give in support of your application not covered by your answers in the rest of the form (please continue on a separate sheet if required).** |

**Referees (please list the names and addresses of two people who could act as referees, one of whom should be your current/last employer. Referees will not be contacted until a provisional offer of employment has been made. You must not use relations or employees of Threshold as referees except in the case of internal recruitment were you may use your line manager as a referee).**

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| **Surname: ---------------------------------------------------------- Surname: -----------------------------------------------**  **Address: --------------------------------------------------------- Address: ------------------------------------------------**  **-------------------------------------------------------- -------------------------------------------------------------**  **-------------------------------------------------------- -------------------------------------------------------------**  **-------------------------------------------------------- -------------------------------------------------------------**  **Telephone Number: ----------------------------------------------- Telephone Number: -----------------------------------**  **Relationship to Referee: ----------------------------------------- Relationship to Referee: -----------------------------**  **Occupation: -------------------------------------------------------- Occupation: ---------------------------------------------** |

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| **Do you consider yourself to have or have had, a disability which is relevant to your job application.**  **If yes please detail any special arrangements that should be provided by the Company with regard to an interview r any special adjustments that could be made to working arrangements, conditions etc, if you are successful in your application:** |

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| **Declaration**  **The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate falsification of factual information may prejudice my application or lead to an offer of employment being withdrawn.**  **Signed: ------------------------------------------------------------------- Date: ---------------------------------------------------------** |

**Please complete and return to Threshold, 432 Antrim Road, Belfast,BT15 5GB**