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# Employment Application

Date:

Position(s) Applied for:

Closing Date:

Please complete this form electronically or LEGIBLY in black ink and ensure it is returned by 5.00 pm on the above date by post or by email to [recruitment@cdeglobal.com](mailto:recruitment@cdeglobal.com).

**Please do not include your CV with your completed form. A late application will not be considered**

(Please answer the questions fully as this will enable us to correctly assess your application).

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## 1. Personal Data

Mr/Mrs/Miss/Ms :

Surname :

Forename(s) :

Address:

County:

Post Code:

Daytime Phone No. :

Mobile Phone No.:

Do you have daily access to a car for business use?  yes  no

Full Clean Driving Licence?  yes  no

If no, please give details :

[Continue on the next page](#)



## 2. Education and Training

Please list below in chronological order the types (s) of school(s), college(s), universities and other place(s) of education and training you have attended since the age of eleven. Please continue on an additional sheet if necessary.

### Second Level

Type of School	Full-time, Part-time etc.	From	To	Subject	Examinations Passed		
					Level	Grade	Date

### Third Level

Name of College / University	Title of Course(s)	Qualification(s) Obtained	Date Awarded

### Apprenticeships & Further Training

Please indicate any NVQ or vocational training undertaken and level attained.

Please give details of any other relevant development/training courses undertaken



### 3. Career History

1.

Name of Employer:

Address of Employer:


Dates of employment:

From:

To:

Salary:

Present / Final

Job Title :

Notice Period :

Reason for Leaving :

Main Duties / Responsibilities

2.

Name of Employer:

Address of Employer:


Dates of employment:

From:

To:

Salary:

Present / Final

Job Title :

Notice Period :

Reason for Leaving :

Main Duties / Responsibilities



**3.**

Name of Employer:

Address of Employer:


Dates of employment:

From:

To:

Salary:

Present / Final

Job Title :

Notice Period :

Reason for Leaving :

Main Duties / Responsibilities

**4.**

Name of Employer:

Address of Employer:


Dates of employment:

From:

To:

Salary:

Present / Final

Job Title :

Notice Period :

Reason for Leaving :

Main Duties / Responsibilities



## 4. Career Information

Please outline the specific knowledge, skills and personal qualities which you possess and consider to be particularly relevant to this application:

What are your immediate and long-term career objectives?

State briefly any other information which, in your opinion, may be of interest in considering your application.

## 5. Recreation And Interests

Please give details of special interests, hobbies, etc:



## 6. Further Personal Information

Have you ever been convicted of a criminal offence not yet spent?  **yes**  **no**

If "YES", please give details of the nature and date of conviction(s) and relevant sentence (s):

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Please list any serious illnesses/disabilities from which you have suffered in the last 5 years.

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How many days sickness absence have you taken in the last 12 months of employment?

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Do you require any help/adjustment for access to interview e.g. use of sign language?

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## 7. Referees

Please supply details of two referees, one of whom should be your current or most recent employer:  
(Your employer will not be contacted without prior notice to yourself)

Name :		
Position :		
Address :		
Telephone :		
Nature of Relationship :		

## 8. Declaration

I declare that the foregoing particulars are complete and correct, to the best of my knowledge and belief:

Signed

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Date

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**WARNING:** Any candidate found to have knowingly given false information, or to have wilfully suppressed any material fact will be liable to disqualification, or if appointed, to dismissal.