

APPLICATION FORM

FOR THE POST OF:

Compliance Manager CAUSEWAY COAST VINEYARD

COMPLETED FORMS SHOULD BE RETURNED TO:

via post: Mark Patterson, Causeway Coast Vineyard,
10 Hillmans Way, Coleraine, BT52 2ED

via email: mark@causewaycoastvineyard.com

APPLICATIONS MUST BE RECEIVED BY:

Sunday 1 October @ 11:59pm

APPLICATIONS RECIEVED AFTER THIS TIME
WILL NOT BE CONSIDERED



Causeway Coast Vineyard
10 Hillmans Way, Coleraine
Co. Londonderry
Northern Ireland, BT52 2ED

T. 028 7032 6161
E. info@causewaycoastvineyard.com
W. causewaycoastvineyard.com

NIC 1001605 | HRMC XR33085



PART 1 – PERSONAL DETAILS

Surname:	
Forename (s):	
Name Usually Known By:	
Address for Communication	
Best Contact Number:	
Permanent Address (If Different):	
Email:	
If you consider that you may require reasonable adjustments to be made to assist you in attending for interview, please state the arrangements which will need to be made for you to be able to attend:	

PART 2 – EMPLOYMENT HISTORY

Please detail below all your employment/self-employment relevant to your application. Start with your present/most recent employment. Show the name of the employer (or name of company, if self-employed), job title(s), main duties and responsibilities and dates of employment.

Most Recent Employer/Present Employer	
Company:	
Address:	
Employment dates:	
Position held and main responsibilities:	
Reason for Leaving:	
Previous Employer	
Company:	
Address:	
Employment dates:	
Position held and main responsibilities:	

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Company:	
Address:	
Employment dates:	
Position held and main responsibilities:	
Reason for Leaving:	

(continue on a separate sheet if necessary)

PART 3 - REFEREES

May we approach your present/most recent employer for a reference if we are considering you for appointment? *Note: approaches will not be made to current employers prior to the issue of an offer of employment, subject to receipt of satisfactory references*

Please Circle: Yes No

If you answered "no", please give the reason:

Name of person from whom current / most recent employer's reference should be sought	
Name:	
Job Title:	
Address:	
Telephone:	
Email:	

Please supply details of two additional referees. These should be people who know you well and could comment on your suitability for the post but are not members of your family. At least one of the referees should be a Christian person who can comment upon your Christian faith.

Name of person who can be asked to comment upon your Christian faith	
Name:	
Job Title:	
Relationship to you:	
Address:	
Telephone:	
Email:	

Name of additional referee	
Name:	
Job Title:	
Relationship to you:	
Address:	
Telephone:	
Email:	

PART 4 - CRIMINAL CONVICTIONS

Have you ever been convicted of a criminal offence or are there any charges outstanding?

Please Circle: Yes No

If so, please give full details. You need not include motoring convictions unless your driving licence has a current endorsement as a result, and you need not include convictions which are "spent" (although details of "spent" convictions may need to be disclosed in an application for a criminal background check, if applicable to the role)

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PART 5 – WORKING IN THE UK

Do you have right to work in the UK?

Please Circle: Yes No

Note: the employer may require proof of this right before an offer of employment can be confirmed

The remainder of this form is used to record the other qualities and experience which are required from the Person Specification & Job Description (enclosed with the recruitment pack)

*Only those applicants who appear from the information contained in the application forms to be the most suitable in terms of relevant experience and ability will be short-listed for interview. You should note that candidates who do not demonstrate below how they fulfil **all** of the essential criteria **will not** be shortlisted for interview. The employer reserves the right to shortlist on the essential criteria only or on the essential and desirable criteria as identified in the Person Specification as may be appropriate.*

It is essential that you fully describe in each of the following sections how you meet the particular experience and qualities sought, giving examples and specifying exact dates as appropriate.

If necessary, you may attach an additional sheet where there is insufficient space in the boxes provided. If attaching a continuation sheet, please clearly mark on the continuation sheet the section number to which the continuation sheet refers. Please limit your answers to one continuation sheet per section below.

PART 6 - QUALIFICATIONS

With reference to the person specification, please demonstrate that you have the qualifications required / desired for the post

PART 7 – EXPERIENCE

With reference to the person specification, please set out how your experience meets the specification for this post. Please be as specific as possible when providing examples with dates where appropriate.

PART 8 - SKILLS

With reference to the person specification, please set out below how your skills meet the criteria for this post. Please be as specific as possible when providing examples with dates where appropriate

PART 9 - PERSONAL/CHARACTER

With reference to the person specification, please set out how you meet the requirements of the post. Please be as specific as possible

PART 10 - ADDITIONAL INFORMATION

With specific reference to the job description and person specification, please provide any additional information in relation to your suitability for the post that you wish to give in support of your application.

PART 11 - DATA PROTECTION ACT

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment, the information will be used in the administration of your employment. The employer may also use the information if there is a complaint or challenge relevant to this recruitment process.

The employer may check the information collected with third parties or with any other information held by the employer. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form it will be assumed that you agree to the processing of sensitive personal data (as described above), in accordance with the principles set out in the Data Protection Act.

PART 12 - DECLARATION

The particulars given by me in this application are true and accurate to the best of my knowledge and belief. I understand that if I am found to have given false information or wilfully to have suppressed any material fact, I will be liable to either disqualification or, if appointed, to dismissal.

I consent to the personal data contained in this application form being processed in accordance with the data protection statement above.

Signed: Date: