



Charlestown
Co. Mayo
09492 91000
Email: careers@gradyjoinery.com

EMPLOYMENT APPLICATION FORM

The issue of this form does not imply that there is a vacancy at present. Neither is Grady Joinery obliged to interview or to offer employment. As suitable vacancies arise, your application will be considered with those of others. All completed applications are handled by Grady Joinery only and a copy of our Privacy Policy is enclosed. Please confirm that you have read and understood this information and that you accept our Privacy Policies by ticking this box

- Yes, I read and understood Grady Joinery's Privacy Policy/Recruitment
- Yes, I accept Grady Joinery's Privacy Policy/Recruitment

Position Applied For: _____ Shift Work Part Time Full Time

Name: _____

Home Address: _____

Mobile No: _____ Email: _____

Name & Address Present Employer	Start date	Gross Salary	Reason for leaving or wishing to leave
_____	_____	_____	_____
_____			_____
_____			_____

Telephone No: _____

Duties and Responsibilities

Have you ever been employed or previously sought employment with Grady Joinery?

Any Family or Friend employed with Grady Joinery?

Interests/Sports/Hobbies: _____

Details of special abilities or skills: _____

Previous Employment

Name & Address Previous Employer	Dates From - To	Position held	Salary	Reason for leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

General Education

Name & Location Of School/College		Obtained?		
_____	⇒	Junior Cert	yes <input type="checkbox"/>	no <input type="checkbox"/>
_____	⇒	Leaving Cert	yes <input type="checkbox"/>	no <input type="checkbox"/>
_____		Leaving Applied	yes <input type="checkbox"/>	no <input type="checkbox"/>
_____	⇒	Certification	yes <input type="checkbox"/>	no <input type="checkbox"/>
_____	⇒	Degree	yes <input type="checkbox"/>	no <input type="checkbox"/>
⇒	Other		yes <input type="checkbox"/>	no <input type="checkbox"/>

Training, Professional or Other Trade Qualification

Name of Institution	Course followed	Year obtained	Qualification obtained
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you had any illness which caused you to be off work for two weeks or more within the past 4 years?

Yes **No**

Any Allergies **Yes** **No**

If yes please let us know _____

Have you been involved in any Industrial, Motor or other accident? Yes **No**

Are you willing to undergo a medical examination by the Company Doctor? Yes **No**

General Information

Do you hold a current full driving license? Yes **No**

A C1 License also? Yes **No**

Have you ever been convicted of a criminal offence? Yes **No**

Are there any restrictions on your right to work in this country? Yes **No**

Are you trained in the following Forklift **Manual Handling** **Safe Pass** **Other**

If ticked please specify: _____

Any CNC experience Yes **No**

If yes please specify _____

Please provide any other relevant information about yourself, your experience, and why you would feel you would be suitable for job applied for (Continue on a separate sheet)

Reference

Do not attach original references with this Application Form. References will not be taken up with your present employers without your permission. Please provide details of past employers who could provide a character and work reference. Family and Friends are not acceptable


1.

Company: _____

Name: _____

Position: _____

Address: _____

 _____

Type of Reference: Education/Institution/Employer/Character


2.

Company: _____

Name: _____

Position: _____

Address: _____

 _____

Type of Reference: Education/Institution/Employer/Character

I certify that the above information is correct and may be taken as part of any subsequent contract of employment. Incorrect and/or false information could lead to any offer being withdrawn or dismissal. I hereby I give my consent to References being checked and my Employment History to be verified. I understand that I may withdraw my consent regarding such References and Employment History checks at any time by emailing **careers@gradyjoinery.com**.

Signature: _____ Date: _____

Recruitment Privacy Policy

Grady Joinery of Charlestown, Co. Mayo, to be contacted by phone on 0949291000 and Email careers@gradyjoinery.com will collect and store your resume and contact details.

We process this data for recruitment purposes only. We have found this data either on Indeed.com as a result of posting a Job vacancy there or the CV/Application Form has been sent in to our Company for consideration. We are storing this data in our Database only, which is located in our Personnel Office here on site and we will not share this data with anyone else other than the relevant Supervisor/Manager.

We would like to keep this data until our open role has been filled but we cannot estimate the exact time period. However, we will consider this period over, when a candidate accepts our job offer for the position for which we are considering you. When this said period is over, we will either delete your data or inform you that we will keep it on our database for future roles.

If you decide that you would like to request, as it is your right, access to your data which we have collected, delete your data, correct any inaccuracies and/or restrict our processing of your data or request a copy of the same, please send your instructions to do so either via email to privacy@gradyjoinery.com or you may post a request for the same to our address as above, marked confidential for the attention of the Personnel Department.

Please note that you also have the right to lodge a complaint about the way we handle your data with the Data Protection Commissioner.

We will ensure you that we will take utmost care to protect your data that we have collected. Such data will only be processed by the Personnel Department, is password protected and cannot be accessed otherwise. Paper Files are kept under lock with keys secured, Supervisors/Managers involved are fully trained in keeping your data safe and Grady Joinery's IT Systems are designed to protect your data on all levels throughout our Company.

For further details please refer to our General Privacy Policy.