

Application for Employment

Please complete this form legibly; type or write clearly using black ink and return it on or before the closing date specified in the advertisement. Late applications will not be considered. Only information provided on this application form will be considered by the panel. Curriculum Vitae will not be accepted. Candidates must outline clearly how their qualifications and experience meet the job requirements. All information given will be treated with the strictest confidence and will be used to assess your suitability for the job. Continuation sheets may be added if necessary.

PERSONAL DETAILS

For Office Use Only		Application Ref. No: 202602	
Position Applied for: Mechanical Fitter			
Surname:		Forename (s):	
Home Address:			
Postcode:		Telephone No (Home):	
E-Mail Address:		Telephone No (Mobile):	
Do you hold a current driving licence? Yes / No (delete as appropriate)		Details of any driving convictions in the last 5 years:	
Details of any criminal offence convictions?			

EDUCATIONAL QUALIFICATIONS

Year		Type of School / College Attended (e.g. Grammar, Secondary etc.)	Subject / name of course	Grade attained
From	To			

EMPLOYMENT HISTORY (List previous employment chronologically, starting with current or last employer. Use a separate sheet where necessary.)

Dates of employment:		Name and Address of Employer & Nature of Business	Job Title & Job Function / Responsibilities	Final Salary & Reason for Leaving
From:	To:			

TRAINING AND SKILLS (Detail any training courses attended and skills that you feel may be relevant to your application. Use a separate sheet where necessary.)

ADDITIONAL INFORMATION (List any additional supporting information e.g. personal characteristics that you feel may help your application. Use a separate sheet where necessary.)

HOBBIES AND INTERESTS

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Please give details of any holiday commitments during the next 12 months:

Please detail your available start date for employment:

REFEREES

Please list the details of two persons who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for the post. One referee should be your last or current employer, the other should also be a previous employer. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

Name:	Name:
Occupation:	Occupation:
Address:	Address:
E-mail:	E-mail:
Tel No:	Tel No:
Relationship to you:	Relationship to you:

SPECIAL REQUIREMENTS (List any special requirements or reasonable adjustments if you are disabled that you may have if you are called to interview.)

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VERIFICATION OF INFORMATION

I declare that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or my employment terminated.

Signed: _____

Date: _____

Please complete and return this application and the separate monitoring form enclosed as detailed below:

E-mail: info@drenagh.co.uk **Post:** The Personnel Officer, Drenagh Sawmills Limited, 89 Dowland Road, Limavady, BT49 0HR.

Fair Employment Monitoring Questionnaire

Ref No: 202602

Private & Confidential

Introduction:

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job. We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998*.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

Community Background:

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Please indicate the community to which you belong by ticking the appropriate box below:

I am a member of the Protestant community:

I am a member of the Roman Catholic community:

I am not a member of either the Protestant or the Roman Catholic communities:

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

Sex: Please indicate your sex by ticking the appropriate box below:

Male:

Female:

Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the *Fair Employment (Monitoring) Regulations (NI) 1999* to knowingly give false answers to these questions.

When you have completed this form please return it along with the application form.

Thank you for your co-operation.



Drenagh Sawmills is a long established, family-owned business located in Limavady. The Company uses timber to produce an innovative range of bespoke products for use in the fencing, landscaping, pallet & packaging and playground markets in the UK and Ireland.

We are seeking to recruit an:

Experienced Mechanical Fitter

As a critical member of the Company's Maintenance team, you will work at maintaining, troubleshooting and repairing machinery in our manufacturing facilities. You will work closely with all staff in each department to ensure optimum machinery performance and reduction of downtime.

Responsibilities will include:

- Mechanical reactive and preventative maintenance;
- Plant improvements, upgrades and installations;
- Fault diagnosis to establish root cause of failure on mechanical, pneumatic and hydraulic systems;

Essential Criteria:

- Must have a recognised time served apprenticeship and achieved a relevant recognised qualification;
- 3 - 5 years' experience gained working within a manufacturing environment in a similar role;
- Strong technical skills;
- Welding and fabrication experience;
- Strong analytical skills with proven problem solving ability;
- Experience of planned preventative maintenance systems;
- Experience of troubleshooting, fault finding, and repairs on modern machinery and equipment, hydraulics and pneumatics systems;
- Confident in reading and understanding engineering drawings to include hydraulic and pneumatic diagrams;
- Ability to work under pressure;
- Ability to work on your own or as part of a team;
- Reliable, honest, trustworthy and hard-working;
- Good communications skills.

Desirable criteria:

Due to the nature of the role preference will be given to applicants demonstrating the following:

- Experience of working with heavy plant/industrial machinery,
- Electrical Experience in major mechanical upgrades and installations;
- Machining experience – use of manual lathes, milling machines;
- Electrical qualification and experience – specifically relevant to maintenance and fault finding.

An attractive wage is available. Application forms can be downloaded from www.drenagh.co.uk/careers

Drenagh Sawmills Limited is an equal opportunity employer.

JOB DESCRIPTION

Job Title:	Mechanical Fitter
Responsible to:	Maintenance Team Lead
Reports to:	Production Manager

Outline of Post

As a critical member of the Company's Maintenance team, you will work at maintaining, troubleshooting and repairing machinery in our manufacturing facilities. You will work closely with all staff in each department to ensure optimum machinery performance and reduction of downtime.

Terms of work:

Salary:	To be agreed, depending on skill level and experience £500 Sign-On Bonus (payable after 6 months employment, conditions apply) Attendance Reward Scheme Length of Service Award Company Pension scheme
Hours of work:	7:30am to 4pm Monday to Friday (40 hour week); 2 fifteen minute unpaid meal breaks.
Overtime:	Must be willing to work regular overtime hours on week days to 5pm and occasional Saturdays (7:30am – 12pm). Overtime hours (over 40 hours) paid at 1.5 times hourly rate.
Holidays:	28 days (including statutory days); made up of 23 set days, 5 floating days booked in advance as required.

Main Duties

- Carry out mechanical reactive and preventative maintenance within all areas of the plant and on rolling plant;
- Plant improvements, upgrades and installations;
- Carry out visual line inspections of all plant and equipment;
- Fault diagnosis to establish root cause of failure on mechanical, pneumatic and hydraulic systems;
- Appropriately use and handling of mechanical equipment;
- Liaise with production personnel ensuring all machinery and equipment is in proper working order;
- Carry out all maintenance duties in a safe and practical manner;
- Perform preventative maintenance activities on plant and equipment as per schedule.
- Ensure a quick response to breakdowns and emergency call-out situations;
- Maintain spare parts store and ensure adequate stock levels are maintained. Source and order spares and parts as required.
- Meet all assigned maintenance targets and assist others in accomplishing their targets.
- Keep designated areas for daily maintenance and workshop clean, tidy and orderly;

HEALTH & SAFETY

- Proactively comply with the Company's Health and Safety rules, regulations, policies and procedures.
- Attend health and safety meetings and make positive contributions.
- Promote health and safety awareness in Drenagh sawmills employees and contractors.

GENERAL AND ADMINISTRATIVE

- Participate in training events organised by the Company.
- Participate in LEAN Company improvement activities including daily meetings.
- Communicate effectively with the management team and all personnel.
- Communicate and work effectively with external contractors.
- Maintain appropriate maintenance records and keep information in an automated maintenance information system up to date.
- Undertake any training required.
- Any other duties which may reasonably be required by the company.

PERSONNEL SPECIFICATION

Mechanical Fitter

Essential Criteria:

- Must have a recognised time served apprenticeship and achieved a relevant recognised qualification;
- 3 - 5 years' experience gained working within a manufacturing environment in a similar role;
- Strong technical skills;
- Welding and fabrication experience;
- Strong analytical skills with proven problem solving ability;
- Experience of planned preventative maintenance systems;
- Experience of troubleshooting, fault finding, and repairs on modern machinery and equipment, hydraulics and pneumatics systems;
- Confident in reading and understanding engineering drawings to include hydraulic and pneumatic diagrams;
- Ability to work under pressure;
- Ability to work on your own or as part of a team;
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Desirable Criteria:

- Experience of working with heavy plant/industrial machinery,
- Experience in major mechanical upgrades and installations;
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