

# 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

<b>For Office Use Only</b>		Application Ref. No: <b>202601 -</b>	
Position Applied for: Production Operative		Full-Time, Permanent	
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](mailto:info@drenagh.co.uk) **Post:** The Personnel Officer, Drenagh Sawmills Limited,  
89 Dowland Road, Limavady, BT49 0HR.

## Fair Employment Monitoring Questionnaire

Ref No: 202601 -

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, established in 1971 is a family owned business located in Limavady. The Company produces an innovative range of bespoke timber products for use in the fencing, landscaping, pallet & packaging markets in the UK and Ireland.*

We are seeking applications for the posts of:  
**PRODUCTION OPERATIVES**

***Responsibilities will include:***

- Operation and set up of sawmill machinery.
- Assisting in routine machine maintenance and record keeping.

***Essential criteria:***

- Candidates must possess the ability to work on their own initiative, be flexible, hardworking, conscientious and reliable.
- Good health and safety awareness.

***Desirable criteria:***

- Previous experience of working in a manufacturing or woodworking environment with an understanding of timber products.
- Electrical / mechanical / forklift experience would be advantageous.
- Knowledge of Lean principles & ability to contribute to continual improvement within the Company.

**Competitive wage & benefits package:**

- £500 Sign-On Bonus (payable after 6 months employment)
- Attendance Reward Scheme
- Length of Service Reward
- Company pension scheme
- Company uniform

Permanent contract, 40 hour week, overtime available. Training will be given in all areas of sawmilling.

If you believe you meet the above criteria and would like to become part of our team, please download an application pack [www.drenagh.co.uk/careers](http://www.drenagh.co.uk/careers)

Closing date for receipt of applications is: 5pm on Tuesday 23<sup>rd</sup> June 2026.

Drenagh Sawmills Limited is an equal opportunity employer.

## **JOB DESCRIPTION**

### **PRODUCTION OPERATIVE**

**Responsible to:** Production Manager  
**Reports to:** Production Department Supervisor

#### **Outline of Post:**

As a member of a small team, the job holder will assist in the production of timber products and ensure that they are manufactured to the specified quality and in keeping with volume production targets.

#### **Terms of work:**

**Salary:** Sign-On bonus (payable following satisfactory 6-month probation period)  
Attendance Reward Scheme  
Length of Service Award  
Company Pension scheme

**Overtime:** Regular overtime hours available paid at 1.5 times hourly rate.

**Hours of work:** 7:30am to 4pm Monday to Friday (40 hour week); 2 fifteen-minute unpaid meal breaks.  
Must be willing to work regular overtime hours on weekdays to 5pm and occasional Saturdays (7:30am – 12pm).

**Status:** Full time, Permanent (following satisfactory 6-month probation period).

**Holidays:** 28 days (including statutory days); made up of 23 set days, 5 floating days booked in advance as required.

#### **Main Duties**

- Proactively comply with all the Company's Health and Safety rules, regulations, policies and procedures.
- Basic machine setup, maintenance and monitoring.
- Safely operate the wood processing equipment and machinery.
- Measure timber products using tape measure and to ensure that customer specifications are met.
- Stack, count, package and label finished goods to customer specifications.
- Ensure quality of the product and take appropriate corrective action if necessary, including informing the Production Supervisor.
- Good housekeeping of plant, machinery and general work area.
- Train on all operations within the allocated production unit.
- Make positive contributions in team health and safety meetings.
- Participate in training events organised by the Company.
- Participate in LEAN Company improvement activities including daily meetings.
- Any other such duties which are in keeping with the main purpose of this role.



## PERSONNEL SPECIFICATION

### PRODUCTION OPERATIVE

#### ***Essential criteria:***

- Candidates must possess the ability to work on their own initiative, be flexible, hardworking, conscientious and have a willingness to learn.
- Reliable and punctual.
- Good health and safety awareness.
- Basic spoken and written English.
- Work well as part of a small team to achieve production targets.
- Ability to pay attention to detail and maintain high quality standards.
- Able for manual handling tasks.

#### ***Desirable criteria:***

- Previous experience of working in a manufacturing or woodworking environment, basic knowledge of timber.
- Electrical / mechanical / forklift experience would be advantageous.
- Knowledge of Lean principles & ability to contribute to continual improvement within the Company.