

# CONFIDENTIAL APPLICATION FORM FOR EMPLOYMENT UK 5 @ HCB'D<5 FA57 M

All details supplied on this form are covered by the Data Protection Act 1998. Although most information is confidential we may be obliged to divulge some or all of this information on request to government agencies and referees. Please complete all sections in BLOCK letters by HAND, and return to us with in 7 days.

Position applied for: Sales Assistant - Times and day are: \_\_\_\_\_  
 Available to take up employment (date): \_\_\_\_\_

**Personal Details**

Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Telephone No: Private: \_\_\_\_\_ Mobile : \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Do you: Own a car? YES / NO  
 Have a current driving licence? Provisional / Full / HGV / None  
 Have any current endorsements? YES / NO (Give details)  
 Speak or read a foreign language YES / NO (Give details)

Are you in good health? YES / NO  
 Are there any disabilities which may affect your application? YES / NO

Describe disabilities and:

(a) any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job

(b) any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job

Education			
Schools attended from age 11	Dates (approx)		Examinations (subjects/results)
	From	To	
Further education and training	From	To	Examinations (subjects/results)

Occupational Qualification/Institute Membership			
College/Institute or other name	Dates		Qualification/Level
	From	To	

**Previous Employment**  
Please include details of your most recent employment here, and use the spaces below to give details of other employment, working backwards from the most recent. Ensure you complete ALL parts

Previous employer: \_\_\_\_\_ Type of business: \_\_\_\_\_  
Address: \_\_\_\_\_ Starting date: \_\_\_\_\_  
Tel: \_\_\_\_\_ Leaving date: \_\_\_\_\_  
Starting pay £ \_\_\_\_\_ per Hour \_\_\_\_\_ Current/finishing pay £ \_\_\_\_\_ per Hour \_\_\_\_\_  
Job title: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Previous employer: \_\_\_\_\_ Type of business: \_\_\_\_\_  
Address: \_\_\_\_\_ Starting date: \_\_\_\_\_  
Tel: \_\_\_\_\_ Leaving date: \_\_\_\_\_  
Starting pay £ \_\_\_\_\_ per Hour \_\_\_\_\_ Current/finishing pay £ \_\_\_\_\_ per Hour \_\_\_\_\_  
Job title: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Previous employer: \_\_\_\_\_ Type of business: \_\_\_\_\_  
Address: \_\_\_\_\_ Starting date: \_\_\_\_\_  
Tel: \_\_\_\_\_ Leaving date: \_\_\_\_\_  
Starting pay £ \_\_\_\_\_ per Hour \_\_\_\_\_ Current/finishing pay £ \_\_\_\_\_ per Hour \_\_\_\_\_  
Job title: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Please use another sheet of paper if necessary.

*We may contact any of the above-named for an employer's reference.*

## GENERAL

Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act)

Do you need a work permit to work in the UK?

YES /NO

National Insurance Number: \_\_\_\_\_

If offered this position will you continue to work in any other capacity? (Give details)

Interests/hobbies: (Give details of pastimes, sports, etc)

Offices held in social/sports clubs, etc

Public duties (JP, local councillor, etc) undertaken:

Community/Volunteer Experience

### References

Please give the names, addresses and telephone numbers of two people who may be contacted to provide references (not members of your family). One should be a previous employer.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Telephone No: \_\_\_\_\_

### Additional Personal Details

Applicants are requested to tick the relevant boxes below to enable the company to monitor its equal opportunity policy. Monitoring is recommended by the Codes of Practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of sex and marital status. This information is used for no other purpose and will be treated as confidential.

Male /Female

### Ethnic Group:

White / Black-Caribbean / Black-African

Black-other (please specify) \_\_\_\_\_

Indian / Pakistani /Bangladeshi

Chinese / Other (please specify) \_\_\_\_\_

### Recruitment Policy

It is the company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex or marital status or disability.

I authorise the company to obtain references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving and receiving information.

Declaration: I confirm that the information given on this form is, to the best of my knowledge, true and complete and that I give my consent for this information to be held. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If there is any information that you would like to submit in support of your application, then please complete this on a separate sheet of paper and attach it to this Application Form.

### Prevention of illegal working

The Immigration Asylum and Nationality Act makes it a criminal offence for us to employ a person who is subject to immigration control. All new employees are required to produce a document showing that they have the right to remain and work in the UK. For example: • A passport showing that the holder is a British citizen (or has a right of abode in the UK) or • A national of a EEA country or Switzerland, or, • A passport or other travel document issued by the Home Office or Border and Immigration Agency endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom or has no time limit on their stay.

Can you produce one of these documents? .....Yes •..No •

If no, please contact us for information

about alternative documents that can be supplied. Rehabilitation of Offenders Act 1974 Please give details of any conviction which is not excluded by the Rehabilitation of Offenders Act 1974.