

APPLICATION FORM



Please complete this application form as fully as you can

Position Applied For	Full Time Part Time	
	(Please circle)	
Location of Interest	ROCHFORD BASILDON LEIGH ON SEA HOCKLEY RAYLEIGH WAREHOUSE	
Full Name	Title	(Mr / Mrs / Ms / Miss/Dr)
Full Address		
	Post Code	
Home Telephone:	E-mail Address	
Work Telephone:	Mobile	

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	YES / NO
If yes please give details	

Please note: under the Asylum and Immigration Act 1996, all successful applicants will be required to provide documents confirming their right to work in the UK.

Do you hold a current driving licence?	Yes / No	Is it a full / provisional / LGV / PVC licence?	
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Current Notice Period		Do you have any holidays booked (give dates)	
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Interview Restriction (e.g. dates you cannot attend)	
Please give details of any special arrangements required for interview	

Education and Training
Please give details of your education (secondary school, college / university and any qualifications), and any relevant training or courses you have attended.

Secondary School		
Examinations	Subject	Grades/Results

College / University		
Examinations	Subject	Grades/Results

Please give details of any other educational, technical or professional qualifications. Or any other relevant qualifications, training, or courses attended.

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Employment History

Please give details of your employment history. Please give most recent or current job first. If necessary continue on the back of this form.

Dates of Employment		Company	
	Job Title		
Company Address			
			Post Code
Responsibilities / Job Role			
Reason for leaving			
Salary on leaving		Other benefits	

Dates of Employment		Company	
	Job Title		
Company Address			
			Post Code
Responsibilities / Job Role			
Reason for leaving		Salary on leaving	

Dates of Employment		Company	
	Job Title		
Company Address			
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Responsibilities / Job Role			
Reason for leaving		Salary on leaving	

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Employment History continued

Dates of Employment		Company	
	Job Title		
Company Address			
		Post Code	
Responsibilities / Job Role			
Reason for leaving		Salary on leaving	

Dates of Employment		Company	
	Job Title		
Company Address			
		Post Code	
Responsibilities / Job Role			
Reason for leaving		Salary on leaving	

Additional information
Please give any further information, not previously covered, in support of your application. This may include skills, knowledge, interests, personal attributes, or ambitions. Continue on a separate sheet if necessary.

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Criminal Offences

Have you ever been convicted of any criminal offences, which are not deemed spent under the terms of the Rehabilitation of Offenders Act 1974?

Yes		No	
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If yes, please give details

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About this Application

Do you know anyone who works for the Company?

Yes		No	
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If yes please detail relationship.

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General

Are there any matters or situations that may affect your application or that the Company should be made aware of? This may include restrictions on working, physical fitness, previous commitments.

Yes		No	
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If yes please give details

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How many days absence (excluding annual leave) have you had in the last 12 months?

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References

Please give details of two referees. One should be your current or last employer. The Company may also request references from any other past employment named on this application form.

Reference 1

Reference 2

Name	
Position	
Company Name	
Address	
Tel No	

Name	
Position	
Company Name	
Address	
Tel No	

I give / do not give permission to take up my references prior to an offer of employment being made (delete clearly as appropriate).

I give / do not give permission to take up my references prior to an offer of employment being made (delete clearly as appropriate).

Evidence of qualifications.

Offers of appointment are made on the basis of information provided in your written application (including your CV) and at interview. If offered an appointment you will be asked to provide evidence of any qualifications that may be relevant and detailed in your application. If you are unable to provide satisfactory evidence the offer of employment may be withdrawn.

Credit / Criminal Record Checks.

Offers of employment will be made subject to a credit check and any other checks as required by the Company or our insurers. This will normally include a criminal record check

DATA PROTECTION STATEMENT

The information that you provide on this form and 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 with us, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint relevant to this recruitment process.

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

By signing the application form you consent to the processing of personal data.

Undertaking

I confirm that the entries that I have made on this application form are, to the best of my knowledge and belief, true. I understand that, should I have deliberately made a false statement on this form, any job offer could be withdrawn, or the continuation of employment put at risk. I authorise the Company to process and store all information contained on this application form for the purpose of recruitment and as outlined above. I authorise the Company to obtain references to support this application (subject to the restrictions above) and release the Company and referees from any liability caused by giving and receiving information.

Signature:		Name:	
		Date:	

**Thank you for your application and for your interest in the Company.
If you do not hear from us within 14 days your application has not been successful.**