

APPLICATION FOR EMPLOYMENT

Have you got what it takes to join our team? Our success and growth comes from fantastic staff whose aim is to offer an exceptional service and back up. Can you help us achieve this goal and deliver an experience and support customers can't help but talk about.

Position applied for:	How did you hear of this vacancy?
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PERSONAL DETAILS

Full Name:	
Address: (including Post Code)	
Daytime Telephone number(s):	
Email address:	

Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview. Do you have the right to work in the United Kingdom?

YES / NO**SUPPLEMENTARY INFORMATION**

Do you have any disabilities which may effect your application? If yes, are there any reasonable adjustments, which you feel, should be made to the recruitment process to assist you in your application?	YES / NO
Have you been convicted of a criminal offence which is not a spent conviction under the Rehabilitation of Offenders legislation? If yes, please provide preliminary details, including relevant dates.	YES / NO
Please give details if you have any close relatives or personal connections with someone who owns or holds a position in any retailing Company.	
If you are offered a job with Housing do you intend to or do you have any other paid employment? If yes, please note that it is in our employment terms that no other employment is undertaken, unless agreed in writing with the Personnel Manager.	YES / NO
Do you have a current full driving licence?	YES / NO
Any current endorsements?	YES / NO
Pay Expected:	How much notice are your required to give to leave your present employment?
Have you worked for Housing Units before? If yes, give details and reason for leaving.	YES / NO

EDUCATION AND QUALIFICATIONS

Names/Addresses of Schools/Colleges attended	Date From	Date To	Subject/Courses studied and level	Examination Result/Grade

FURTHER AND HIGHER EDUCATION

Please give details of all further and higher education since leaving school including training courses and details of qualifications

University/College/Institute attended	Date From	Date To	Subject/Courses studied and level	Qualification obtained

EMPLOYMENT HISTORY

Please list in reverse order all the organisations for which you have worked during the past

	Date From	Date To	Position Held/Salary	Reason for leaving

Please give details of any experience, skill or achievements which you feel may be relevant in your application for employment:

Please list your hobbies and pastimes:

REFERENCES

Please give the names and addresses of two referees who we can approach for a confidential reference. One should be your current or most recent employer. References cannot be provided by a relative

Name, Position, Address & Contact Number	Name, Position, Address & Contact Number

DECLARATION OF APPLICANT

I confirm that the above information is correct.

I understand that any false information or deliberate omissions will cause my application for employment to be unsuccessful or, in the event of employment, render me liable for dismissal.

I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties, such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment, and, if successful the information will be used to form my personnel records and will be retained for the duration of my employment and as long as deemed necessary thereafter. If I am not successful, I understand the Organisation will retain the form for as long as deemed necessary for the purpose of recruitment and the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed..... Date.....

FOR OFFICE USE ONLY

Interviewed by:	Date:	
Comments:		
Decision:		
Further Interview:	Yes	No

Interviewed by:	Date:
Comments:	
Decision:	
Offer	Reject

APPOINTMENT RECORD

To be completed when there has been an offer of employment.

Offer made Date:	References requested Date:
Response:	Response: Good/Satisfactory/No reply/Unsuitable
Starting Date:	Job Title:
Starting Salary:	Contracted hours: