



## 6. Employment History

Please include details of your most recent employer first and, working backwards, all previous employment.  
Please continue on a separate piece of paper if necessary.

Name of current or most recent employer .....	
Type of business .....	
Address .....	Starting date .....
.....	Leaving date (if applicable) .....
.....	Pay on leaving (if applicable) .....
Reason for leaving (if applicable) .....	
Date able to commence employment (if appointed) .....	
Briefly describe your duties .....	
.....	

Name of employer .....	Type of business .....
Address .....	Starting date .....
.....	Leaving date .....
.....	Pay on leaving .....
Reason for leaving .....	
Briefly describe your duties .....	
.....	

Name of employer .....	Type of business .....
Address .....	Starting date .....
.....	Leaving date .....
.....	Pay on leaving .....
Reason for leaving .....	
Briefly describe your duties .....	
.....	

Name of employer .....	Type of business .....
Address .....	Starting date .....
.....	Leaving date .....
.....	Pay on leaving .....
Reason for leaving .....	
Briefly describe your duties .....	
.....	

## 7. Skills/training/professional qualifications

Please describe any skills, training or professional qualifications you have achieved in your career which would be useful in the post for which you are applying.

Please describe the attributes that you will be able to bring to the job.

What will/do you enjoy about working in the retail industry?

## 8. Asylum & Immigration

We are required to check your eligibility for employment in the UK and would therefore ask you to bring your current passport and/or alternative right to work documents if you are asked to attend an interview.

## 9. Offences and Convictions

Have you ever been convicted of any civil or criminal offence? yes/no

Are there any alleged offences outstanding against you? yes/no

If you answer Yes to either question, please give details;

.....

NB Disclosure is not required where there is a conviction to which the provisions of the Rehabilitation of Offenders Act, 1974 apply. Failure to disclose an unspent conviction is, in itself, a criminal offence. If you are unclear about any of these questions ask the Interviewer.

## 10. Recruitment Policy

Our policy is to employ the best qualified people 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, gender, marital status, sexual orientation, age, disability, religion or beliefs. If it is likely that you will need any special arrangements to be made for you in the recruitment process, please let us know and we will be happy to oblige.

If you are successful in your application, then we will need further information before we will be able to offer you employment. If you are unsuccessful the information on this form will be retained for up to 3 months and then destroyed. It will be used only for matching you to any job vacancies we might have. If you wish, we will also show this information to other employers who operate on our premises so that they can consider you for any job vacancies they might have. Do you wish the information to be used for this purpose, please circle, **Yes / No**.

## 11. Applicant's Declaration

I understand that the information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. Where the application is successful the organisation may, from time to time, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Acts 1984 and 1998. I am aware that the organisation may approach third parties to verify the information that I have given. By signing this form I am providing the organisation with my consent to all these uses.

I confirm details in this application are correct and complete. I understand that canvassing or giving false information will disqualify my application, or if discovered after appointment may be regarded as grounds for dismissal.

I also understand that appointment will be subject to satisfactory references and evidence of eligibility to work in the UK.

**We thank you for your interest in employment with our Company. In the interests of economy no further correspondence will be sent to you unless you are invited for an interview. If you do not hear anything further within eight weeks of us receiving your application, please assume that you have been unsuccessful on this occasion or that we have no suitable vacancies.**

Signed \_\_\_\_\_ Date \_\_\_\_\_