



APPLICATION FOR EMPLOYMENT AT: \_\_\_\_\_ (STORE)

SUPERVISOR  SALES ASSISTANT  WEEKEND/EVES ONLY

PLEASE STATE NUMBER OF HOURS PER WEEK REQUIRED

Surname (Block letters) \_\_\_\_\_

Other names: \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

### EDUCATION AND TRAINING

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Details and results of any examinations taken

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Further Education (e.g. technical college, evening classes)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT HISTORY

Name of present employer \_\_\_\_\_

Address \_\_\_\_\_

Job title \_\_\_\_\_

Duties

Rate of pay \_\_\_\_\_ per \_\_\_\_\_

Date employed: from \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving \_\_\_\_\_

*No approach will be made to your present employer before an offer of employment is made to you.*

Please tell us about other jobs you have done and about skills you used and/or learned in those jobs

| Employer | Length of Emp | Job Title | Duties | Skills Used | Reason for Leaving |
|----------|---------------|-----------|--------|-------------|--------------------|
|          |               |           |        |             |                    |

Please tell us why you applied and what you can offer to the role.

Have you ever been convicted of a criminal offence?  
(Declaration subject to the Rehabilitation of Offenders Act 1974)

YES / NO

If you have a disability please tell us about any adjustments we may need to make to assist you at interview

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Please give details of all absences from work in the last 12 months

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Please tell us if there are any dates when you will not be available for interview

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I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

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

Please note that employees are expected to work alternate weekends and that shops may open on Bank Holidays and/or recognised holidays. The Company reserves the right to ask for a Police Security check for key holder positions.

**Please return the form to :**

The HR Department  
The Factory Shop  
Orient Business Park  
Billington Road  
Burnley  
Lancashire  
BB11 5UB

## INTERVIEW ASSESSMENT

| Rating Guide           | Work Experience | Customer Focus | Ratings   |
|------------------------|-----------------|----------------|---|
| <b>A – Excellent</b>   |                 |                | Only A's & B's<br>- offer<br><br>C in any area<br>- review<br><br>1 or more D's<br>- reject |
| <b>B – Good</b>        |                 |                |   |
| <b>C – Some Doubts</b> |                 |                |   |
| <b>D - Poor</b>        |                 |                |   |

|                        |
|------------------------|
| General Notes/Comments |
|------------------------|

|                                 |     |    |
|---------------------------------|-----|----|
| <b>Date of interview</b>        |     |    |
| <b>Position Interviewed for</b> |     |    |
| <b>Hours preferred</b>          |     |    |
| <b>Notice period</b>            |     |    |
| <b>Holidays to honour</b>       |     |    |
| <b>Position offered</b>         | YES | NO |
| <b>Start date</b>               |     |    |
| <b>Regret letter required</b>   | YES | NO |

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

## **DECLARATION**

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.\*

**I agree/ I don't agree** **DROP DOWN BOX**

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