Please complete the application form in black ink or type. **PLEASE NOTE THAT CV’S WILL NOT BE ACCEPTED**

***Office use only***

***Candidate Ref:***

|  |  |
| --- | --- |
| **GENERAL INFORMATION** | |
| **Application for the post of** | Sales Assistant (Temporary) |
| **Closing date for applications** |  |

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| **PERSONAL INFORMATION** |

This section of the form will be detached from your application and will not be seen by those involved in selecting candidates for the job. The information you provide will be used solely for monitoring purposes to ensure our recruitment system does not discriminate against any section of society.

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| **Application for the post of** | | Sales Assistant (Temporary) – Longbenton | | | |
| **Surname** |  | **Forname(s)** |  | **Preferred title** |  |
| **Previous names (if applicable)** | |  | | | |
| **Date of Birth** | |  | | | |
| **Address** | |  | | | |
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|  | | | |
| **Home telephone number** | |  | | | |
| **Mobile number** | |  | | | |
| **Email address** | |  | | | |
| **National Insurance number** | |  | | | |

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| **EDUCATION AND QUALIFICATIONS** | | |
| **Subject and level** | **Grade** | **Date obtained** |
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Any additional qualifications, training or short courses

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| **EMPLOYMENT DETAILS** | | | | | | |
| Please detail all previous employment including voluntary work. Any gaps in employment must be accounted for. | | | | | | |
| **PRESENT OR MOST RECENT JOB** | | | | | | |
| **Job Title** |  | **Salary** | |  | | |
| **No. of hours per week** |  | **Dates** | **From** |  | **To** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Period of notice required** |  | **Reason for leaving** |  |
| **Name and address of employer** |  | | |

Brief description of duties and responsibilities

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| **EMPLOYMENT DETAILS - PREVIOUS JOBS** (starting with the most recent) | | | | | |
| **Name & address of employer** | **Dates** | | **Job Title** | **Brief description of duties & responsibilities** | **Reason for leaving** |
| **From** | **To** |
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Please use this space to describe how your experience, skills, knowledge and education and training meets the requirements of the role as outlined in the job description and person specification.

**FURTHER INFORMATION**

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Please give details of two referees. The first must be your current or most recent line manager. The second should be a previous line manager/employer. If you are in, or have just completed, full time education one referee should be from your School/College/equivalent.

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| **Name** |  |
| **Position** |  |
| **Company** |  |
| **Address** |  |
| **Email** |  |
| **Telephone** |  |
| **Can we contact your referee prior to interview if necessary?** |  |

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| --- | --- |
| **Name** |  |
| **Position** |  |
| **Company** |  |
| **Address** |  |
| **Email** |  |
| **Telephone** |  |
| **Can we contact your referee prior to interview if necessary?** |  |

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| **PREVENTION OF ILLEGAL WORKING PRACTICE** |

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| --- | --- | --- |
| Are you eligible for employment in the United Kingdom? | YES | NO |

Please tick the documentation you can provide in order to demonstrate this:

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| --- | --- | --- |
|  |  | British passport |
|  |  | Birth certificate |
|  |  | European Economic Area identity card |
|  |  | Travel document showing an authorisation to reside and work in the UK |
|  |  | Document showing National Insurance number |

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| **Do you require a work permit for the UK?** | YES | NO |

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| **MEDICAL INFORMATION** |

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| **Please give details of any periods of sickness absence resulting in your absence from work within the last two years** |  |

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| **DISCLOSURE AND BARRING SERVICE (DBS)** |

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| **Do you have a DBS check?** | YES | NO |
| **If no, would you be willing to apply for a DBS check if required?** | YES | NO |

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| **EQUAL OPPORTUNITIES MONITORING INFORMATION** | | | |
| **Do you suffer from a recognised disability as outlined in the Disability Discrimination Act?** (See guidance notes for definition) | | YES | NO |
| If yes, please state what that disability is and specify any possible support the organisation can provide: | | | |
| **Are any employees of the organisation known to you?** | | YES | NO |
| If yes, please provide details: | | | |
| Advertisement Please state where you saw this vacancy advertisement or how you became aware of it |  | | |

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| **DECLARATION** |

I declare that to the best of my knowledge, the information given on this application is correct. I understand that after any offer of employment is entered into, it is discovered that the information is false or misleading I may have my application disqualified or be dismissed from the organisation.

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| **Signed (type acceptable if replying electronically)** |  | **Date** |  |

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| **Please return your completed application form: by post to: Retail Area Manager, Unit 26 North Tyne Industrial Estate, Longbenton, Tyne & Wear, NE12 9SZ, or**  **By email to:** [**hazel@emblematic.co.uk**](mailto:hazel@emblematic.co.uk)  **Please note that CVs will not be accepted** |