

PLEASE RETURN TO:



Head Office:
LEONARD F. JOLLYE (BROOKMANS PARK) LTD
1 LEA ROAD
WALTHAM ABBEY
ESSEX
EN9 1AS

APPLICATION FOR EMPLOYMENT

Please complete this form in INK and BLOCK CAPITALS. All sections should be answered. Areas which are not applicable should be indicated by N/A

If your application is successful you will be asked to provide us with a form of identification. This can be one of the following two options:

- 1) A Valid Passport
- OR 2) A Full Birth Certificate and proof of your National Insurance Number

POSITION APPLIED FOR: _____
LOCATION: _____

PERSONAL DETAILS

Surname	First Name(s)
Title	I confirm that I am over 16 years of age <input type="checkbox"/> Please tick box
Address	National Insurance Number
Post Code	Please state hours you are available to work
Telephone No.	Mobile No.
Have you ever applied to us or been employed by us? If so, please give details	
Are you related to anyone currently employed by us? If so, please give details	

EDUCATION

Please Give details of any Secondary and/or Further Education including details of any Retail Training

School/College/ University	Subjects studied and examination grades achieved

EMPLOYMENT

Please give details of present and previous positions during the last 5 years.

Employers' Names and Addresses (Enter the most Recent Employment first)	Dates Month/Year		Position Held	Reason for leaving or wishing to leave	Salary
	From	To			

MEDICAL HISTORY

Please give details, with dates, of any operations, serious or recurring illness or disabilities

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Are there any pre-existing conditions affecting manual handling? Please give details

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Number of occasions of absence in the last two years

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Are you a registered disabled person?

If YES, please give RDP number

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GENERAL INFORMATION

Have you at any time been convicted of any offence by any court?

Answer YES or NO. If YES, please give particulars. Details need not be given if the offence or conviction is treated as 'spent' under the Rehabilitation of Offenders Act 1974

Please give details of interests and leisure activities

Please give any other facts which you believe would be useful in considering your application.

CHARACTER REFERENCES

Please give the name, address and occupation of two responsible persons who you know well in private life and who are willing to answer questions about your character.

Name

Address

..... Postcode

Occupation

Tel No

Name

Address

..... Postcode

Occupation

Tel No

I accept that employment is subject to completing the application form accurately and I understand that any misleading statement or deliberate omission renders me liable to disqualification or dismissal if employed.

I accept that employment is subject to the receipt of satisfactory employment references and I understand that such references may be taken up prior to appointment or if already employed

Signature of Applicant Date

FOR COMPANY USE

Position Applied For	Store	Manager
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Detailed assessment of applicant's suitability

If Applicant is unsuccessful, please give reason:

Outcome (Please tick)	OFFER		UNSUCCESSFUL
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Name of Interviewer	Signature of Interviewer	Date
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STARTER NOTIFICATION

Contract hours per week = _____ Breakdown of days/hours for PT staff	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%; padding: 5px;">Salary</td> <td style="width:10%; padding: 5px;">£</td> <td style="width:75%; padding: 5px;">Per hour/annum</td> </tr> <tr> <td style="padding: 5px;">Bank:</td> <td colspan="2" style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;">Branch:</td> <td colspan="2" style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;">Sort code:</td> <td colspan="2" style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;">Account no:</td> <td colspan="2" style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;">Account name:</td> <td colspan="2" style="border-bottom: 1px solid black;"></td> </tr> </table>	Salary	£	Per hour/annum	Bank:			Branch:			Sort code:			Account no:			Account name:								
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Emergency Contact: _____																									
Relationship: _____																									
Telephone _____																									