

PLEASE RETURN TO:



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

## NORTHERN IRELAND 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			

### QUALIFICATIONS

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)	<input type="checkbox"/> OFFER	<input type="checkbox"/> UNSUCCESSFUL
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Name of Interviewer	Signature of Interviewer	Date
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## STARTER NOTIFICATION

Contract hours per week = _____	Salary      £ _____ Per hour/annum																								
Breakdown of days/hours for PT staff	Bank: _____																								
<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width:5%;"></th> <th style="width:10%;">Sun</th> <th style="width:10%;">Mon</th> <th style="width:10%;">Tue</th> <th style="width:10%;">Wed</th> <th style="width:10%;">Thu</th> <th style="width:10%;">Fri</th> <th style="width:10%;">Sat</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">From</td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> </tr> <tr> <td style="padding: 2px;">To</td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> <td style="width:20px; height: 20px;"></td> </tr> </tbody> </table>		Sun	Mon	Tue	Wed	Thu	Fri	Sat	From								To								Branch: _____
	Sun	Mon	Tue	Wed	Thu	Fri	Sat																		
From																									
To																									
Start Date: _____	_____																								
Emergency Contact: _____	Sort code: _____																								
Relationship: _____	Account no: _____																								
Telephone _____	Account name: _____																								

## MONITORING QUESTIONNAIRE

Private & Confidential

We are an Equal Opportunities Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1988.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

I am a member of the Protestant community.

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor Roman Catholic community

Please indicate whether you are:

Female

Male

If you do not complete this questionnaire, we are encouraged to use the "residuary method", which means that we can make a determination on the basis of personal information on file/application form.

Note: It is a criminal offence under the legislation for a person to "*give false information . . . in connection with the preparation of the monitoring return*".