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| Job Application Form - Confidential |

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| Title of post applied for: | **Retail Assistant & Delivery Coordinator / Driver** |

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| Closing date: | **5pm Monday 6th May 2024** |

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| Interviews: | **W/C Monday 13th May 2024** |

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| **1. PERSONAL DETAILS**

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| --- | --- | --- | --- |
| First name: |  | Last name: |  |
| Address: | Tel No (home):  |  |
| Tel No (business): |  |
|  | Tel No (mobile): |  |
| Town: | Postcode: | Please indicate preferred method of contact: |  |
| E-Mail address: |  |
| Do you need a work permit to be employed in the UK? | Yes  No | If you already have a work permit, when does it expire?  |
| National Insurance number: |  |
| Where did you learn of the post? |  |

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| Do you hold a current driving license? | Yes No | Do you have access to a car? | Yes No |

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| **2. EDUCATION AND PROFESSIONAL QUALIFICATIONS** (Original documents as proof of qualification will be required at interview.)

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| --- | --- | --- | --- | --- |
| Secondary School / College / University | Dates | Examinations taken | Date | Result |
| From | To |
|  |  |  |  |  |  |
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**3. PRESENT POSITION** Please include any previous experience (paid or unpaid), starting with the most recent first. (Continue on a separate sheet if necessary with a brief summary of previous employers and roles held. Please put your full name on any additional sheets.)

|  |  |  |  |
| --- | --- | --- | --- |
| Title of post |  | Salary / Grade |  |
| Name of Employer |  |  |  |
| Start Date |  | End date if applicable |  |

**Please outline your responsibilities, and staff responsible to you (if applicable):**

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|  |
| Reason for leaving: |
| Notice period: |

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| **4. PREVIOUS POSITIONS**

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| --- | --- | --- | --- |
| Title of Post:  |  | Salary/Grade:  |  |
| Name of Employer:  |  | Business of Employer:  |  |
| Job title and responsibilities: | Start Date |  |
|  | End Date |  |
|  |
| Reason for leaving: |  |

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| --- | --- | --- | --- |
| Title of Post:  |  | Salary/Grade:  |  |
| Name of Employer:  |  | Business of Employer:  |  |
| Job title and responsibilities: | Start Date |  |
|  | End Date |  |
|  |
| Reason for leaving: |  |

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| Title of Post:  |  | Salary/Grade:  |  |
| Name of Employer:  |  | Business of Employer:  |  |
| Job title and responsibilities: | Start Date |  |
|  | End Date |  |
|  |
| Reason for leaving: |  |

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| **5. Please outline the skills and experience you would bring to the post.** (Please detail here your reasons for this application and describe any life or work/voluntary experience, skills or knowledge you have relevant to this post. Indicate how you feel you will be able to fulfil the expectations contained in the job description / person specification and what qualities and experience you think you can contribute. (Continue on more sheets if necessary - but no more than 2 additional A4 sheets.)**6. REFERENCES**

|  |  |
| --- | --- |
| Referee 1 | Referee 2 |
| Title (Mr, Mrs etc):  |  | Title (Mr, Mrs etc):  |  |
| Full Name:  |  | Full Name:  |  |
| Job Title:  |  | Job Title:  |  |
| Organisation:  |  | Organisation:  |  |
| Address: | Address: |
|  |  |
|  |  |  |  |
| Tel No:  |  | Tel No:  |  |
| E-mail address:  |  | E-mail address:  |  |
| Please state if we may obtain this reference prior to interview. | YesNo | Please state if we may obtain this reference prior to interview. | YesNo |

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| **7. Rehabilitation of Offenders Act 1974**Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.In addition you are required to submit to a Disclosure & Barring Service check. Any standard or enhanced disclosure made by the DBS check will remain strictly confidential. Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required) If YES, please give details |

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| **8. DECLARATION**

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| I declare that the information given on the online application and on this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for the withdrawal of the job offer or may result in terminating my employment. If I take up employment I understand it will be necessary for the completion of a DBS check and that employment is also subject to a satisfactory report, satisfactory references and my right to work in the UKRe:work Ltd will be the Data Controller of your personal data. The information provided by you on this form will be stored either on paper records or a computer system in accordance with GDPR and will be processed solely in connection with recruitment and your personnel administration requirements. No information will be passed to a third party without your express permission or unless required by law.Your signature indicates your agreement to the above |
| Signature:  |  | Date:  |  |
| Name:  |  |

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