

Gardners Books Application Form

Gardners Books
1 Whittle Drive
Eastbourne
East Sussex
BN236QH

Private & Confidential

PLEASE PRINT CLEARLY

PLEASE PRINT CLEARLY IN BLACK INK

- Complete this form fully
- Answer all questions honestly and truthfully
- Read the declaration and Data Protection Act consent
- Sign and date the form

Post Applied For

Where did you hear about this vacancy?

When would you be available to start?

Would you work full time?

 Yes No

If part time, state preferred days/hours

If offered this position will you continue to have any other employment?

 Yes No

If yes please give details

Are you willing to travel, if required as part of your employment?

 Yes No

Do you smoke?

 Yes No

Have you ever previously worked for us?

 Yes No

If yes when and in what capacity?

Personal Details

Title

Forename(s)

Surname/Family Name

Home address

Postcode

Home telephone

Work telephone

National Insurance no.

Are you legally eligible for employment in the UK (see notes)?

 Yes No

Do you have proof of eligibility to work in the UK?

 Yes No

If so please give Work Permit number

Do you require a Work Permit to work in the UK?

 Yes No

Are there any restrictions (restrictive covenants) from your current/previous employer which will affect your ability to work for the Company?

 Yes No If yes, please provide details

Note: If you are invited to attend an interview, you must bring with you the following items of evidence of your eligibility to work in the UK, namely your passport, ID card or other relevant UK residence permit or, if none of these are available, two separate documents such as your full UK birth certificate and a document giving your National Insurance Number, such as a P45, P46, P60 or a pay slip. No offer of employment will be made unless such evidence has been produced.

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Do you have a current clean driving licence?

Yes

No

Private car

HGV/Commercial

If HGV/Commercial, please give class and vehicle

If applicable, please give details of any driving offences currently under endorsement

Do you have any criminal convictions that are unspent under the Rehabilitation of Offenders Act 1974 and any subsequent amendment to this?

Yes

No

(Please note: certain positions within the Company require individuals to be cleared by the Disclosure and Barring Service and if you are applying for one of these positions, you will be notified of this and will be required to complete and submit the necessary documentation if you are successful with your application.)

Do you have any special requirements that will enable you to attend for an interview (e.g. wheelchair access)?

Yes

No

If yes, please give details

Employment History ▶

Please list below details of your present and past employment, starting with your most recent position. You may attach further sheets to the form if required.

Name & Address of present or most recent Employer

Tel No. Type of business

Employment Period Notice Period

Starting wage/salary Leaving wage/salary Full or Part Time

Temporary or Permanent Job title

Describe your key duties and responsibilities

Reason for leaving/wishing to leave

Name & Address of Employer

Tel No. Type of business

Employment Period Notice Period

Starting wage/salary Leaving wage/salary Full or Part Time

Temporary or Permanent Job title

Describe your key duties and responsibilities

Reason for leaving

Name & Address of Employer

Tel No. Type of business

Employment Period Notice Period

Starting wage/salary Leaving wage/salary Full or Part Time

Temporary or Permanent Job title

Describe your key duties and responsibilities

Reason for leaving

Name & Address of Employer

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Temporary or Permanent Job title

Describe your key duties and responsibilities

Reason for leaving

Please describe any other relevant work you have been involved in, eg. voluntary, freelance, project work, etc.

Dates/duration	Description
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Education, Qualifications and Training ▶

Please give details of your education, qualifications and training to date.

Organisation/Examination Body	Date obtained	Qualifications and grades obtained
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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Skills and Experience ▶ (Please use a separate sheet if necessary)

Outline your particular skills and experience gained in previous positions, or in activities outside of work that you feel are relevant to the post for which you are applying

Reasons for Application ▶

Please set out below the main reasons for your application for this post and what you believe you would bring to it

Interests ▶

Give details of any leisure interests or hobbies you have and the depth to which these are pursued which you feel support your application

Any Other Relevant Information ▶

Please give any further information which you think may assist us in considering your application

References ▶

Please provide details of two referees (not relatives), preferably previous employers whom we may contact with regard to your application.

Name	<input type="text"/>	Name	<input type="text"/>
Occupation	<input type="text"/>	Occupation	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Capacity known to you	<input type="text"/>	Capacity known to you	<input type="text"/>

Have you any objection to these references being obtained prior to interview? Yes No

Declaration »

I declare to the best of my knowledge and belief, the details I have given on the form are correct and that any misrepresentation by me be sufficient grounds for my dismissal if I am employed.

I understand that the Company has the right to check on any experience, achievements, qualifications and skills claimed by me on this form or at interview and agree that such checks may be made by the Company.

I give permission for my referees as quoted above to be contacted and understand that any offer will be subject to receipt of satisfactory references, a probationary period and (if required) a satisfactory medical report or DBS check.

Data Protection Act 1998 »

I understand that the Company needs to collect and use certain types of information about employees, in order to operate its business and to fulfil its legal obligations under the Data Protection Act 1998 and that the information I have provided on this application form will be used during the recruitment process and if appointed will be used as part of my personnel records.

I consent to the Company holding such information on file only for as long as it considers necessary to fulfil the purpose for which it was obtained and to process (including disposing and destroying) it in accordance with the eight Data Protection Principles and the other requirements of the Act and any other procedures laid down by the Company for this purpose from time to time.

I understand that the Company will take all reasonable precautions at all times to guard information against any unauthorised access and use.

Signed

Date

DD	MM	YY
<input type="text"/>	<input type="text"/>	<input type="text"/>

For Office Use Only »

Application form evaluated by

Date

DD	MM	YY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Action		Date	DD	MM	YY			
1st stage	INTERVIEW	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	or NOT SUCCESSFUL	<input type="checkbox"/>	or HOLD <input type="checkbox"/>
2nd stage	INTERVIEW	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	or NOT SUCCESSFUL	<input type="checkbox"/>	or HOLD <input type="checkbox"/>
3rd stage	JOB OFFER	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	or NOT SUCCESSFUL	<input type="checkbox"/>	or HOLD <input type="checkbox"/>