

 **APPLICATION FOR EMPLOYMENT**

|  |  |
| --- | --- |
| **Date of Application:**  | **Position applied for:** **HEAD OF RETAIL OPERATIONS** |
| **Name:**  |
| **Address:**  |
|  |
| **Telephone Number:**  | **Mobile Number:**  |
| **Email Address:**  |
| **Employment Details – Job role/Job Title**  | **Dates**  | **Employer** | **Reason for leaving**  |
|                            |   |   |   |
| How much notice do you need to give your current employer if this application is successful?  |
| Are you eligible to work in the UK? YES / NO (You will be asked for proof before a job offer can be made)  |
| Do you have your own transport? YES / NO  | Will this be your only job? YES / NO  |
|  Do you suffer from any condition that may affect you or your performance at work? YES / NO  If “YES” please tell us about any adjustments that could be made to help you during the interview process and/or at work.    |
|  Do you have any unspent\* criminal convictions? YES / NO *(\*unspent according to the Rehabilitation of Offenders Act 1974)* If “YES” please give details (you do not need to give any information about “spent” convictions.)  |
| **Name and address of two referees, one should be your current or most recent employer:**  |
| **Referee 1** Name:  Address or E-mail:      Relationship to you:   | **Referee 2** Name:  Address or E-mail:      Relationship to you:   |
| Please use this space to tell us why you feel you are a good match for the Person Specification and why you are applying for this role (including any other relevant skills, experience which are not covered elsewhere on this form). *This is a word document which will enable you to use as much space as you need.*        |

**DECLARATION**

The information that I have provided on this form is correct. I understand that misrepresentation, falsification or omission could lead to the withdrawal of any job offer or to my dismissal.

Signed ……………………………………………………………………………… Date ……………………………………