

**APPLICATION FOR EMPLOYMENT**

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| **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 ……………………………………