

# Barsleys

DEPARTMENT STORE • PADDOCK WOOD



PRIVATE & CONFIDENTIAL

## APPLICATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS

TITLE:

SURNAME:

FORENAMES:

DESCRIPTION OF JOB YOU ARE APPLYING FOR:

AVAILABILITY: TEMPORARY/ PERMANENT - HOURS .....DAYS.....

### PERSONAL DETAILS

HOME ADDRESS

POSTCODE:

PHONE NUMBER:

E-MAIL:

MOBILE NUMBER:

NATIONAL INSURANCE No:

HOW LONG AT THIS ADDRESS: YEARS MONTHS

### EDUCATION

NAME OF SCHOOL/COLLEGE

EXAMS OR QUALIFICATIONS -

GRADE

## FULL EMPLOYMENT HISTORY

### PRESENT EMPLOYMENT

NAME & ADDRESS OF COMPANY

JOB TITLE, NATURE OF BUSINESS &  
DUTIES

TELEPHONE NO:

NAME OF SUPERVISOR

ARE YOU STILL EMPLOYED BY THIS COMPANY? **YES/NO**

DATE STARTED:

WHY DO YOU WISH TO LEAVE YOUR CURRENT JOB?

STARTING SALARY

CURRENT SALARY

### PREVIOUS EMPLOYMENT

NAME &  
ADDRESS  
OF COMPANY

JOB TITLE & DUTIES

SALARY  
AND REASON  
FOR LEAVING

FROM

TO

PLEASE CONTINUE ON PLAIN SHEETS OF PAPER IF REQUIRED.

PLEASE STATE COMPLETE EMPLOYMENT HISTORY AND REASONS FOR ANY BREAKS  
IN EMPLOYMENT. ALSO INDICATE ANY EMPLOYER YOU WOULD NOT WISH US TO  
CONTACT AND WHY

DO YOU HAVE A CURRENT DRIVING LICENCE? **YES/NO** IS IT CLEAN? **YES/NO**

## FULL EMPLOYMENT HISTORY

IF NO PLEASE GIVE DETAILS

### GENERAL DETAILS

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? **YES/NO**

DECLARATION SUBJECT TO THE REHABILITATION OF OFFENDERS ACT 1974

IF **YES** PLEASE GIVE DETAILS:

HAVE YOU ANY RELATIVES OR FRIENDS WORKING FOR C.W. BARSLEY & SON LTD?  
**YES/NO.** IF **YES**, PLEASE LIST DETAILS:

DATES AVAILABLE TO COMMENCE EMPLOYMENT

PLEASE STATE DATES OF ANY HOLIDAY BOOKED

ARE YOU WILLING TO WORK IN ANY DEPARTMENT WITHIN C.W. BARSLEY & SON LTD?

HAVE YOU PREVIOUSLY APPLIED FOR A POSITION WITH C.W. BARSLEY & SON LTD?

LIST LEISURE INTERESTS SUCH AS HOBBIES, SPORTS AND SOCIAL ACTIVITIES:

VOLUNTARY, PUBLIC OR PROFESSIONAL WORK UNDERTAKEN

PLEASE ENTER HERE ANY OTHER DETAILS YOU WOULD LIKE TO SUPPORT YOUR APPLICATION:

WHERE DID YOU SEE THIS VACANCY ADVERTISED?

### PERSONAL REFERENCES

PLEASE GIVE DETAILS OF TWO PEOPLE (NOT RELATIVES OR FORMER EMPLOYERS) WE COULD APPROACH FOR REFERENCES.

NAME.....

NAME.....

OCCUPATION.....

OCCUPATION.....

ADDRESS.....

ADDRESS.....

.....

.....

.....

.....

TELEPHONE

NO.....

TELEPHONE

NO.....

IN YOUR OWN HANDWRITING, PLEASE GIVE A BRIEF DESCRIPTION OF YOUR CAREER TO DATE, THE EXPERIENCE AND SKILLS THAT YOU CAN OFFER US AND WHY YOU WISH TO ENTER A CAREER WITH C.W. BARSLEY & SON LTD

Applicants are expected to complete all parts of this form. If you wish to enlarge upon the information you have given in any section of this form, please continue on another piece of paper.

I certify, that the above information is a true and accurate record and understand that if any of the information I have provided is found to be false, C.W. Barsley & Son Ltd', may withdraw their offer of employment or my continued employment with them, will be terminated without notice or pay in lieu of notice following a disciplinary hearing.

I understand I will be required to provide original evidence of my qualifications, grades and certificates mentioned in this application form.

SIGNED..... DATE.....

#### OFFICE USE

INT DATE.

DEC.

INT BY.

NOTE.

REF.

REC.

G:\WP\10\PNL\VACANCIES\APPFRM70810.wp