

Country Girl Application Form

Please answer all the questions fully and clearly in your own handwriting.

- All the information provided will be treated in the strictest confidence.
- Please complete the separate Equal Opportunities (Form EMOF) & Medical Screening questionnaires (Form MSQ), these enable us to monitor both in a confidential and secure manner.

Personal Information

Last Name Title

First Name(s)

Address

.....

.....

Post Code

Telephone Number Mobile Number

E-mail address.....

NI Number

Job Details

Position Applied For:

Where did you learn about this vacancy (if applicable)?

What date would you be available to start work?

Do you want full or part-time work?

What are the approximate total hours you are available to work each week?
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Our business operates seven days per week. Please indicate below when you are available to work:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
AM							
AFTERNOON							
NIGHT							

Employment Record

Please list your employment history here starting with your current or last employer and work backwards. Continue onto a separate sheet of paper if necessary. Reference enquiries may be sent to all persons names, both employers and personal referees
(please note that we will not contact your current employer without your consent)

Employers name, Address And type of business	Dates of employment (from-to)	Position(s) held and responsibilities	Pay Rate and Benefits	Reason for leaving

References

Please supply details of two people who we may approach for references. Please exclude relatives and include at least one previous employer. If this is your first position one reference may be from either your school or college etc.

Name:	Name:
Occupation:	Occupation:
Relationship:	Relationship:
Address:	Address:
.....
Telephone Number:	Telephone Number:

All job offers are made subject to satisfactory references. We reserve the right to contact any previous employer to seek references. Please note that we will not contact your current employer without your consent.

Education

Please list in chronological order all Schools, Colleges, Universities and other places of education and training whose courses you have attended. Please use a separate sheet if necessary.

Dates (from-to)	School, College University, etc (from-to)	Examination, Subjects results

Medical Details

Are you in good health? **Y/N**

The Disability Discrimination Act 1995 protects people from unlawful discrimination. If we know you have a disability we will make adjustments to the working environment provided it is reasonable in the circumstances to do so.

Do you have a disability you wish us to know about at this stage? :

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If yes, please let us know if you believe there are any reasonable adjustments we should be making. This will assist us in considering your application.

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Please give details of any absence from work over the last twelve months (excluding holidays):

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Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. All applicants will therefore be requested to produce appropriate documentation should you be invited to attend an interview.

Are you legally entitled to live and work in the United Kingdom and are able to produce documentation?

Do you require a work permit?

If yes please give details?.....
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Additional Information

Tell us about your experiences, personal qualities (hobbies, awards etc.) or achievements which you feel may help your contribution to our company. If necessary, please continue on a separate sheet.

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Is there any additional information which you think may support your application (please use a separate sheet if necessary)?

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Declaration

I hereby certify that the information provided on this form is factually correct to the best of my knowledge. I understand information from this form may be entered by computer for personnel/employee/administration/equal opportunities monitoring purposes in accordance with the Data Protection Act 1988, including any future amendments. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud or crime. Any person appointed to The Country Girl having given false information will be liable to dismissal without notice.

Signed

Date