Berrymoor Stores Limited

APPLICATION FOR EMPLOYMENT

**Berrymoor Stores Limited is an equal opportunity employer. All applicants are considered for employment based upon their skills and abilities without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or other legally protected status.**

**Please complete all sections of this application as accurately and thoroughly as possible before submitting the application.**

**All information provided on this form will be kept private and confidential.**

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| Please state which position you are applying for, including any vacancy reference number: |

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| Where did you see this vacancy advertised? |

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| Please indicate the date you would be available for work if offered a position: |

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| **Personal Details** |  |
| Surname/Family Name: | First Name: |
| Home Address: | Title (Mr/Mrs/Ms/Miss/Other): |
|  | Day time telephone number: |
|  | Mobile telephone number: |
| Post Code: | National Insurance Number: |

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| Are there any restrictions on your continued residence or employment in the UK? Yes □ No □  *If yes, please give details:*  Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and as subsequently amended? Yes No  *The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.*  What period of notice are you required to give to your present employer?  Only complete the next 3 questions if these are a requirement of the job for which you are applying. | | | | | | |
| Do you have a current driving licence? | | | Yes □ No □ | | | |
| Do you have your own vehicle? | | | Yes □ No □ | | | |
| Do you have an HGV licence? | | | Yes □ No □ | | | |
| Do you consider yourself disabled under the Disability Discrimination Act? | | | | | | Yes □ No □ |
| Would you require any particular arrangements to attend an interview? | | | | | | Yes □ No □ |
| If “Yes”, to any of the above, please give details: | | | | | | |
| How many hours a week are you able to work?  Please indicate your availability to work: | | | | | | |
| Monday | From | am/pm | | To | am/pm | |
| Tuesday | From | am/pm | | To | am/pm | |
| Wednesday | From | am/pm | | To | am/pm | |
| Thursday | From | am/pm | | To | am/pm | |
| Friday | From | am/pm | | To | am/pm | |
| Saturday | From | am/pm | | To | am/pm | |
| Sunday | From | am/pm | | To | am/pm | |

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| Do you have any friends or relatives that work for the Company? If so, please give details. |

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| **Employment details (please use additional sheets if required)**  **Current or most recent job first** | | | |
| Employer (full business name and address) | Date from and to | Job title & brief description of duties/position | Current/last salary and reason for leaving |
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| *If you would like to tell us a bit more about yourself to support this application, please use additional sheets. This information could include details of any other skills, relevant experience gained through previous employment, similar activities (especially with regard to any retail work), voluntary work, work experience, leisure activities or your home life, including any other training you feel is relevant for this position. You can also attach a full cv if you wish.* | | | |
| **Education**  Please give details of the educational qualifications you have obtained from school, college, university etc. that are relevant to the post. If your application is successful, you will be expected to provide original certificates of your qualifications. | | | |
| **Name and address of School, College, University** | **From – To** | **Qualification or details of course attended** | **Result/grade achieved** |
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| **TRAINING/PROFESSIONAL QUALIFICATIONS** | |
| **Course and training provider**  (i.e. in-house, external body, professional association or institute) | **Brief details** |
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| **REASON FOR APPLYING** | |
| **Why do you consider you are a suitable candidate for this position and what motivated you to apply?**  (Continue on a separate sheet if necessary) | |
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| **ACHIEVEMENTS** | |
| Please include any further information including details of your main achievements to date that help to demonstrate your skills and suitability for this application. | |

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| **REFERENCES**  *Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current manager. If you are not in employment, please supply the name of your most recent employer or an academic reference (e.g. tutor or teacher). Please indicate below whether references may be taken up prior to an offer of employment being made and accepted and ensure that your referees are aware of this application.* | |
| **Current/last employment** | **Previous employment** |
| Name  Job title  Address  Postcode  Telephone  Email  Position held in relation to you (*e.g. line manager)*  Job held by you and dates | Name  Job title  Address  Postcode  Telephone  Email  Position held in relation to you (*e.g. line manager)*  Job held by you and dates |
| Referee can be contacted prior to offer being?  YES/NO | Referee can be contacted prior to offer being?  YES/NO |

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| Are you subject to any post-termination restrictions with any former employers. If so, please include details |

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| If you have a disability, and there are any special arrangements which need to be made should you be shortlisted for interview, please notify us of these below |

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| I confirm that to the best of my knowledge and belief the information I have given in support of my application is correct, and understand that any misleading statement or deliberate omission may result in my dismissal and a claim for damages if I am appointed.  I hereby consent to the processing of sensitive personal date (as defined in the Data Protection Act 1998) involved in the consideration of this application.  I understand that all personal details will be held in strict confidence and will not be divulged to any other individuals or organisation for any other purpose. |

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| **Signature** |  | **Date** |  |

The following pages will be detached from your application prior to it being considered for shortlisting.

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| **REHABILITATION OF OFFENDERS ACT 1974** | | | | | | | | | | | | | | | | | | |
| Applications from ex-offenders are welcome and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not “spent” by virtue of the Rehabilitation of Offenders Act 1974.  Have you been convicted of a criminal offence, which is not spent, as defined in the above Act?  YES □ NO □  If yes, please give details of date(s), offence(s) and sentence(s) passed:  The Rehabilitation of Offenders Act does not apply to certain specified professions, nor does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed:  If you are applying for a post which involves contact with either children or vulnerable adults, please also confirm that you are not listed on either of the following (as appropriate):  □ I confirm that I am not listed on the children’s barred list.  OR  □ I confirm that I am not listed on the adults’ barred list.  AND  □ I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work with children/vulnerable adults.  *The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.* | | | | | | | | | | | | | | | | | | |
| **EQUAL OPPORTUNITIES MONITORING** | | | | | | | | | | | | | | | | | | |
| We aim to be an equal opportunities employer, and our policy is that job applicants and employees receive equal treatment regardless of sex, race, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment, where any of these cannot be shown to be a requirement of the job concerned. Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.  *To assist us in monitoring the operation of our equal opportunity policy, and for no other reason, please answer the following questions.*  *(Tick box where appropriate.)* | | | | | | | | | | | | | | | | | | |
| **SEX** | | | | | | | | | | | | | | | | | | |
| □ Male | | | | | | | | □ Female | | | | | | □ Prefer not to say | | | | |
| **AGE** | | | | | | | | | | | | | | | | | | |
| □ 16-18 years | | | □ 19-21 years | | | | | □ 22-34 years | | | □ 35-44 years | | | □ 45-54 years | | | □ 55-64 years | |
| □ 65 years & over | | | □ Prefer not to say | | | | | | | |  | | |  | | |  | |
| **MARITAL STATUS** | | | | | | | | | | | | | | | | | | |
| □ Single | | | □ Married/Civil Partnership | | | | | | | □ Co-habiting | | | | □ Other | | | □ Prefer not to say | |
| **DISABILITY** | | | | | | | | | | | | | | | | | | |
| Do you consider that you have a disability? | | | | | | | | | | | | | | | | | | |
| □ Yes | | | | | | | | □ No | | | | | | □ Prefer not to say | | | | |
| If YES, please give brief details of the disability and any adjustments which would need to be made to enable you to carry out the duties listed for this post (continue on a separate sheet if necessary). | | | | | | | | | | | | | | | | | | |
| **RACE** | | | | | | | | | | | | | | | | | | |
| Please make sure that you read all of the categories and then tick the box that applies to you. | | | | | | | | | | | | | | | | | | |
| **White:** | | □ British | | | | | □ Irish | | | | | □ Any other white background *(please specify):* | | | | | | |
| **Mixed race:** | | □ White and black Caribbean | | | | | □ White and black African | | | | | □ White and Asian | | | □ Any other mixed background *(please specify):* | | | |
| **Asian or Asian British:** | | □ Indian | | | | | □ Pakistani | | | | | □ Bangladeshi | | | □ Any other Asian background *(please specify):* | | | |
| **Black or Black British:** | | □ Caribbean | | | | | □ African | | | | | □ Any other black background *(please specify):* | | | | | | |
| **Chinese or other ethnic:** | | □ Chinese | | | | | | | □ Any other *(please specify):* | | | | | | | | | |
| **Prefer not to say** | | □ | | | | | | | | | | | | | | | | |
| **SEXUAL ORIENTATION** | | | | | | | | | | | | | | | | | | |
| □ Lesbian/gay | | | | | □ Bi-sexual | | | | | | □ Heterosexual | | | | | □ Prefer not to say | | |
| **RELIGION** | | | | |  | | | | | |  | | | | |  | | |
| □ Christian *(including Church of England/Scotland/Ireland, Catholic, Protestant and all other Christian denominations)* | | | | | | | | | | | | | | | | | | |
| □ Buddhist | □ Hindu | | | □ Jewish | | □ Muslim | | | □ Sikh | | | | □ Any other religion *(please specify):* | | | | | □ Prefer not to say |

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| **Signature** |  | **Date** |  |

**Thank you for applying.**

**When you have completed the form, please return to the following address, ensuring that all the paperwork is complete to:**

Biren Patel, Director, Berrymoor Stores Limited, 5 – 7 Berrymoor Court, Berrymoor Road, Wellingborough, NN8 2DL

If you have any further queries please call the following number: 01933 441444