

# APPLICATION FOR EMPLOYMENT

**CONFIDENTIAL**



*WE ARE AN EQUAL OPPORTUNITIES EMPLOYER*

Please complete in **BLOCK CAPITALS**

POSITION APPLIED FOR:	DEPARTMENT/STORE:
-----------------------	-------------------

## PERSONAL DETAILS

Title MR/MRS/MISS/MS Other (Please state)\*

Surname Forenames

.....

Current Address ..... Previous Address.....

.....

.....

.....

Post Code ..... From (Date)..... Post Code .....

Tel No. Home..... From (Date)..... To (Date).....

Mobile.....

Name of Next of Kin: ..... Address .....

Relationship: .....

Tel. No. ....

National Insurance Number ..... Nationality.....

Work Permit/visa number: .....

### ASYLUM & IMMIGRATION ACT 1996 – SECTION 8

Provide proof that you are eligible to work in the UK i.e. N.I. Card, P45, P60, Passport, Birth Certificate or a letter from the Home Office confirming that you are allowed to work. No offer of employment will be made without this information as it is required by law.



**MEDICAL AND LEGAL**

Have you had any major or repetitive illness in the last five years?      YES     NO       If yes, please give details

<b>Have you had/do you have?</b>		11 Skin Problems	Yes/No
1 Defective hearing	Yes/No	12 Stomach/Digestive problems	Yes/No
2 Spectacles or contact lenses for:		13 Nervous Disorder	Yes/No
Reading	Yes/No	14 Epilepsy	Yes/No
VDU	Yes/No	15 Diabetes	Yes/No
Distance	Yes/No	16 Fainting or Dizzy Spells	Yes/No
3 Arthritis	Yes/No	17 Hernia	Yes/No
4 Rheumatism	Yes/No	18 Dyslexia	Yes/No
5 Repetitive Strain Injury	Yes/No	19 Anxiety/Stress/Depression	Yes/No
6 Fractures	Yes/No	20 Chest/Breathing Difficulties	Yes/No
7 Back Problems	Yes/No	21 Allergies	Yes/No
8 Kidney/Liver Diseases	Yes/No	22 Migraine/Bad Headaches	Yes/No
9 Heart Problems	Yes/No	23 Others – Please detail	Yes/No
10 High Blood Pressure	Yes/No		

How much time have you lost from work in the last year/      Days       No. of occasions

Do you have a disability which would affect your ability to be interviewed or to do the job you have applied for? YES/NO

If YES, please attach details of any adjustments we would consider in order to interview you for the job.

Do you have a current driving licence?    YES/NO    Is it clean?    YES/NO    If no , please give details.

.....

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?

YES/NO    If YES, please give details below:

.....

**HOBBIES AND PASTIMES**

What hobbies or pastimes do you have?

.....

**WHY YOU?**

Tell us why we should offer you this position (attach another sheet if required)

.....

**REFERENCES**

Please give details of two referees, WHO CAN BE CONTACTED IMMEDIATELY in support of your application. Personal referees are not acceptable. All references must relate to previous employers, where no previous employer exists academic references will be acceptable. You MUST complete all contact information including postcodes.

**REFERENCE 1.** Current or most recent employer

Company Name:	Contact Name	
Address:  Postcode	Job Title:	
Telephone Number:	Start Date:	Finish Date:
Reason for Leaving:	<p style="text-align: right;">Can we contact for references now YES <input type="checkbox"/> NO <input type="checkbox"/></p>	

**REFERENCE 2.** Previous Employer or Academic Reference

Company Name:	Contact Name:	
Address:  Postcode	Job Title:	
Telephone Number:	Start Date:	Finish Date:
Reason for Leaving:	<p style="text-align: right;">Can we contact for references now YES <input type="checkbox"/> NO <input type="checkbox"/></p>	

**PRE-EMPLOYMENT SCREENING**

I the undersigned hereby agree EMPS Employment Mutual Protection Service Ltd undertaking such screening as deemed appropriate in connection with my application for employment.

EMPS may contact personal referees, former employers, financial institutions to verify my suitability for employment.

I have been made aware that the EMPS is registered under the Data Protection Act 1984 and operates in accordance with the 1998 Act.

I understand the above is a Pre-employment requirement, and I hereby authorise the aforementioned checks, and give my consent to the information obtained, being referred to my potential employer (The Edinburgh Woollen Mill Ltd).

Signed..... Date.....

I declare that the information I have given is true and accurate to the best of my knowledge and belief, and I understand that knowingly to falsify this form may bar me from employment or render me liable to dismissal.

Signed..... Date.....