



Employment Application Form – Retail

Please refer to the guidance notes in your letter when completing your application.

Post title: Closing date:

How did you learn of this vacancy?

PERSONAL INFORMATION

Name:
Address:
Home telephone
Work telephone
Mobile
Email

Do you hold a current full driving licence? Yes: No:
Do you have use of a vehicle? Yes: No:
Have you previously applied to us? Yes: No:
If yes, please give details:
Have you previously worked for us? Yes: No:
If yes, please give details:
Have you been convicted of a criminal offence which is not spent as defined in the Rehabilitation of Offenders Act 1974? Yes: No:
If yes, please give details:
Do you have the required authority or visa to work within the UK? Yes: No:

Please provide details of 2 referees that can be contacted upon an offer of employment:
Name: Address: Tel. No. Relationship:
One referee must be your current or most recent employer, personal referees will not be considered.
If required, please state what length of notice you will have to give

Please indicate any dates/times that you would be unavailable for interview:

EMPLOYMENT HISTORY

Please provide details of all jobs held including part time and unpaid work, starting with your current or most recent employer. It would be appropriate to specifically highlight these in relation to the role applied for using the person specification.

Employers name and address	Job held, key achievements, knowledge & skills gained	From / To	Salary	Reason for leaving

ATTENDANCE HISTORY

Please indicate total days absence in the last 3 years			
Year			
Total days absence			
Reason			

PERSONAL DEVELOPMENT

Please indicate your professional, educational & technical qualifications.		
School, college, university, body	Qualification (subject)	Level/grade

Please indicate any other personal development (courses, membership, voluntary work, work-related training etc)

Why do you think you are suitable for the role you are applying for?

Please provide any other supporting information that would help with your application for employment

Please provide further information regarding your suitability to the post in terms of your knowledge, skills and experience (please see the role description)

DECLARATION

I confirm that the information that I have provided is correct to the best of my knowledge and that I have not omitted any relevant details. I understand that any false statements would give cause for dismissal should I be employed. I understand that the information given about me will be held manually and on the computer and that this information may be used for administrative purposes including analysis for management and statutory returns. I am aware that the appointment will be subject to satisfactory references.

Signature:

Date:

Please return your completed application to:

People and Performance
ADDRESS HERE

Or email to retailrecruitment@ace.org.uk

Canvassing may disqualify your application.