

EMPLOYMENT APPLICATION FORM



All information given will be treated in the strictest confidence



Please return this form to SPAR Store _____

Personal Details

Title *Miss/Mrs/Mr/etc (please specify)* _____

Firstname _____ Surname _____

Middle Names _____

NI Number _____ Mobile Number _____

Home Phone Number _____ Email _____

Address _____

Post Code _____

*** For Licensing purposes we require the following information:**

* Date of Birth if you are under 18 years old _____

* Any live / unspent criminal convictions (Please note that custodial sentences of more than 2½ years must always be declared) YES / NO _____

If yes, please give details _____

Employment Details

Position Applied for _____

	12am to 1am	1am to 2am	2am to 3am	3am to 4am	4am to 5am	5am to 6am	6am - 7am	7am - 8am	8am - 9am	9am - 10am	10am - 11am	11am - 12noon	12noon - 1pm	1pm - 2pm	2pm - 3pm	3pm - 4pm	4pm - 5pm	5pm - 6pm	6pm - 7pm	7pm - 8pm	8pm - 9pm	9pm - 10pm	10pm - 11pm	11pm - 12am
Monday																								
Tuesday																								
Wednesday																								
Thursday																								
Friday																								
Saturday																								
Sunday																								

We operate 365 days per year and, in some cases, 24 hours per day.

Please tick all the hours you are available to work and leave blank those you can't.

This will help us find the best hours to suit you.

Date available to start _____ Dates of Holidays You Have Booked _____

Education / Training / Qualifications

School / College / Uni	Start Date	Date Left	Qualifications

Do you require any specific support or adjustments to be made to enable you to attend an interview? If so, please give details: _____

Continue on a separate sheet of paper, if necessary

Employment Experience In The Last 5 Years

Employer Name & Address (most recent first)	Start Date	Date Left	Role & Responsibilities	Reason for Leaving

Employment References

From the above list, please provide details of two employers whom we may contact for references. One must be your most recent employer.

Contact Name	Position	Employer Name & Address	Employment Relationship

Please tick to indicate when we may request references for you: Immediately After job is offered

Competence Questions

Your behaviour in our store is critical to Customer Service. The following questions will help us determine your suitability to meet our competency standards:

1 Give an example of true team work
2 Describe a shopping experience where you received excellent customer service
3 How would you deal with an angry customer?
4 How can your body language have a positive impact on others?

Declaration

Employment with us will be subject to satisfactory references and possibly to a medical examination. If selected for interview, Government legislation requires that you bring with you documents to provide evidence that you are allowed to work in the UK e.g. a current UK Passport or Birth Certificate accompanied by a P60/P45 or UK Work Permit. Please bring the original documents and copies for our records. For further details please refer to www.ukba.homeoffice.gov.uk

Failure to disclose information, or providing false information in this application or at interview, could lead to termination of any employment with this Company.

The facts set forth in this application for employment are, to the best of my knowledge, true and complete.

Signed: _____ Dated: _____

