

Application Form

Position		Location	
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Personal Information

Forename(s):

Surname:

Home Address:

.....

.....Post Code:

Other Information

Telephone No:

Mobile Number:

E-Mail Address:

National Insurance No:

Most recent employment

Employer: Start Date:

Address:

Job Title: Salary: Bonuses:

Main Duties:

.....

Achievements:

Reason for leaving: Can we contact for reference? **YES** **NO**

Previous Employment

Employer: Start/Leave Date:

Address:

Job Title: Salary: Bonuses:

Main Duties:

.....

Achievements:

.....

Reason for Leaving: Can we contact for reference? **YES** **NO**

Employer: Start/Leave Date:

Address:

Job Title: Salary: Bonuses:

Main Duties:

.....

Achievements:

.....

Reason for Leaving: Can we contact for reference? **YES** **NO**

Education/Training	
Establishment:	Qualifications: (subject & grades)

Additional Information

Please state in brief the reasons that you feel you are ideally suited to this post:

.....

.....

Weekends, Evenings & Bank Holidays are our busiest times. If you are applying to work in a branch are you able to work during these periods? YES NO

How did you hear about the Employment Position?

Do you have any connection with ScS or our staff?

YES NO

If yes, please give details including the name of your contact:

Have you ever made a previous application to ScS?

YES NO

If yes, please give details:

Do you have a disability that we should be aware of?

YES NO

(You do not have to answer this question and the information does not form part of our selection procedure. However, it would be useful if you could inform us of any special arrangements that we may need to make)

Have you ever been convicted of a criminal offence? (Which is not a spent conviction under the Rehabilitation of Offenders Act 1974) YES NO

(Please include details of any motoring offences i.e. speeding/disqualification)

If yes, please give details:.....

.....

Are you eligible to work in the UK?

YES NO

Do you have a current driving licence?

YES NO

Declaration

I certify that the information I have provided is true to the best of my knowledge and belief.

Signature: Date:

***Please feel free to attach any additional information or your CV with this application**

Equal Opportunities Monitoring Form



ScS Upholstery is an equal opportunities employer. We select staff solely on merit irrespective of race, sex, disability, etc. In order to monitor the effectiveness of our equal opportunities policy we request all applicants to provide the information below. This form will be kept separately from your application form. The information on it has no bearing on the individual selection process, and will only be used to draw up general statistics about the people who are applying to work for us. All monitoring forms will be destroyed once this process has been completed.

Do not put your name on this form.

1. Are you Male Female

2. Ethnic group (please tick relevant box)

WHITE

BRITISH

BLACK - CARIBBEAN

BLACK - AFRICAN

BLACK - OTHER

BLACK - BRITISH

BANGLADESHI

PAKISTANI

INDIAN

CHINESE/OTHER ASIAN

ASIAN - BRITISH

MIXED RACE

OTHER

The Disability Discrimination Act 1995 defines a person as having a disability if he or she has a physical or mental impairment, which has a substantial, and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

3. Do you consider yourself to have a disability? Yes No

Please describe the nature of your disability

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