

Application Form



Please use black ink and complete ALL relevant sections. If you include a CV, we would still like you to complete this form. We will respond to you as soon as we can. Good luck!

Position Applied For: _____ Location: _____ Date: _____

PERSONAL DETAILS

Surname: _____ First Names: _____ Date of Birth: _____
Address: _____ Daytime Tel. No: _____
_____ Evening Tel. No: _____
_____ Postcode: _____ Mobile Tel. No: _____
Gender: Male Female Email Address: _____
Marital Status: Married Single Divorced Widowed Civil Partnership National Insurance No: _____

Please indicate the type of contract you are applying for: Full Time Part Time Weekends

At peak trading times you may be required to work additional hours, please confirm your availability to do so given reasonable notice:

Yes, I am flexible No, I cannot work extra hours

Have you ever been compensated for injuries? No If yes, please give details: _____

Has formal disciplinary action been taken against you within the last 5 years? No If yes, please give details: _____

Are you legally entitled to work permanently in the UK? Yes No

Have you ever been convicted of a criminal offence (which is not a spent conviction under the rehabilitation of offenders legislation)? No

If yes, please give details: _____

YOUR EDUCATION

Please indicate your current or most recent areas of study or school work:

Subjects	Qualification	Date Obtained	School/College/University

If you are still studying, which university, college do you attend? _____

What are your term dates? _____ What are your term times? _____

YOUR WORK EXPERIENCE

Please list the jobs you have held, starting with your current or most recent and working backwards:

Current/last employer: _____ Type of business: _____

Company address: _____

Date started: _____ Date left: _____ Salary: _____

Job title and main responsibilities: _____

Reason for leaving: _____

Previous employer and type of business: _____

Date started: _____ Date left: _____ Salary: _____

Job title and main responsibilities: _____

Reason for leaving: _____

Previous employer and type of business: _____

Date started: _____ Date left: _____ Salary: _____

Job title and main responsibilities: _____

Reason for leaving: _____

Previous employer and type of business: _____

Date started: _____ Date left: _____ Salary: _____

Job title and main responsibilities: _____

Reason for leaving: _____

PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER AND ATTACH TO YOUR APPLICATION FORM

YOUR SKILLS AND EXPERIENCE

Please indicate areas where you have trained and/or gained work experience:

Management	Restaurant Manager	Customer Services	Gifts
Supervisory Skills	Head Cook	Telephone/Switchboard	Pictures/Mirrors
Team Leader	Cook (other than at home)	Cash Handling/Banking	Small Electrical
Trainer/Coach	Waitressing	Check Out Operation/Cashier	Lighting
HR Skills	Kitchen Assistant	Linens	Cook Shop (products)
Visual Merchandising	Goods Received	Interior Design	Carpet Sales
IT Skills • Minimal	Vehicle Loading/Unloading	Made to Measure Curtains	Carpet Estimation (in home)
IT Skills • Good competency level	Fork Lift Licence	Curtain Estimation (in home)	Upholstery Sales
Data Entry	Stock Replenishment	Curtains	Cabinet Sales (dining & Living)
Website Design	Cleaning (other than at home)	General Face to Face Selling	Cabinet Sales (Bedrooms)
PR Skills	First Aid	Health & Safety	Bed Sales
	Key Holding	Accounts	Commercial Selling

Please list any current licences/certificates you hold, (e.g. health and safety, hygiene, first aid): _____

YOU DESCRIBING YOU:

What are your key strengths? _____

What are the key attributes you can bring to the role you are applying for? _____

What do you consider to be great service and/or standards? _____

HOBBIES AND INTERESTS

Tell us about your hobbies and interests, which you feel show important things about you:

YOUR REFERENCES

Please indicate two referees who might be able to tell us more about you. One of these should ideally be your most recent employer or head teacher/tutor. The other should be someone who knows you but is not a friend or relative:

References will not be taken up before a job offer.

1 st Reference	2 nd Reference
Name _____	Name _____
Address _____ _____ _____	Address _____ _____ _____
Relationship _____ Tel. No: _____	Relationship _____ Tel. No: _____

GENERAL INFORMATION:

Why are you applying to Glasswells? _____

Where did you find out about this vacancy? _____
What period of notice do you have to give at work? _____
Have you, or do you, know someone who works/has worked for Glasswells? No If yes, please give details: _____

Do you require any particular arrangements for an interview? No If yes, please give details: _____

Do you have a current Driving Licence? Yes No
How will you travel to work? _____
What would you like to be doing in 5 years time? _____

FINALLY

Thank you for completing this form, we wish you well with your application. Before signing it, please be sure to read through carefully what you have said, and check that you have filled in all sections. Your signature will be taken as:

- 1. Acknowledgement that all the information enclosed is true and correct.
- 2. Your understanding that any offer of employment is subject to the receipt of satisfactory references and your permission for us to request these references upon offer of employment.
- 3. Confirmation that your personal details can be held, and processed, by Glasswells in accordance with the Data Protection Act 1998.

Signed: _____ Date: _____



Office use only

Summary of the candidate's skills and flexibility

Interviewer: _____	Interviewer: _____
Date: _____	Date: _____
Comments: _____	Comments: _____
_____	_____
_____	_____

Please circle **NO BEFORE • INVITE TO FIRST INTERVIEW • INVITE TO SECOND INTERVIEW**
NO SHOW • NO AFTER FIRST • NO AFTER SECOND • OFFER • TALENT BANK