

WHITMORE'S OF EDENBRIDGE LIMITED

APPLICATION FOR EMPLOYMENT

Surname	Forename
---------	----------

EMPLOYMENT INFORMATION Fill in or circle your response as appropriate.					
Position(s) applying for			Preferred Location(s)		
Date Available to Start	Type of Work Desired		Willing to Relocate?		
	Full-Time	Part-Time	Temporary	Yes	No
Some positions require non-standard work hours. Are you available to work:					
Weekends?	Yes	No	Evenings?	Yes	No
			Overtime?	Yes	No

PERSONAL INFORMATION					
Permanent Address/Postcode					
Present Address/Postcode (if different from above)					
Daytime Tel. Number			Evening Tel. Number		
Mobile Tel. Number			E-mail		
Do we have permission to leave a message regarding your application for employment on your:					
Daytime Tel. Number?	Yes	No	Evening Tel Number?	Yes	No
Mobile Tel. Number?	Yes	No	E-mail?	Yes	No
Do you have the right to work in the UK? (Circle Yes or No)					Yes No
<i>Please note if you are engaged by us you will need to provide proof of this in order to meet statutory requirements</i>					

EMPLOYMENT RECORD

Starting with your most recent post please provide details of your present and previous employment including any self-employment, summer and part-time jobs. If more space is required please continue on a separate sheet. Please do not send us a CV.

Last or Present Company		Brief Description of Job Duties
Type of business		
Complete Address <i>and contact name for reference checks</i>		
Job Title	Business Telephone Number	
Dates Worked		If you are working your notice period, or no longer work for this company, do we have permission to contact them for references?
From	To	
Current Salary <i>Per week/annum before tax</i>		Yes No
Reason for Leaving		

Company		Brief Description of Job Duties
Type of Business		
Complete Address <i>and contact name for reference checks</i>		
Job Title	Business Telephone Number	
Dates Worked		Since you no longer work for this company, do we have permission to contact them for references?
From	To	
Salary on Leaving <i>Per week/annum before tax</i>		Yes No
Reason for Leaving		

CERTIFICATES <i>List any certificates which relate to the job for which you are applying</i>	
Certificate	Description

Additional Information

Have you ever been convicted of any criminal offences? Yes No

If so, please provide details below: *Any offences which have been spent under the Rehabilitation of Offenders Act need not be stated*

.....

Have you any prosecution pending? Yes No

If so, please provide details below:

.....

DRIVING LICENCE INFORMATION		
For many positions within our business a full driving licence is required.		
Do you hold a full, current and valid driving Licence? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If So, please indicate type and class:		
Do you have any endorsements on your licence? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If So, please give full details below for each endorsement, including offence code, number of points and the date that the offence expires:		
Our insurers place restrictions on the people who can drive our vehicles, including age restrictions. Therefore, if the position you have applied for involves driving or demonstrating vehicles, or working at multiple locations, please answer the following:		
Are you aged 18+ <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you aged 21+ <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you aged 25+ <input type="checkbox"/> Yes <input type="checkbox"/> No

PERSONAL REFERENCES

We will automatically take up references with your previous employers, unless you have not given us permission to do so. We would only contact your current employers with your express permission, or if an offer of employment has been made to you and accepted. However, we may additionally wish to seek references from two people not related to you, who have knowledge of your qualifications for the position(s) for which you are applying

Name	Title/Relationship	Complete Address/Postcode	Tel. Number

REASONS FOR APPLYING

Why do you want to work in this retail facility?

What can you contribute to our business?

IMPORTANT TO READ:

If offered employment, I agree to the following conditions:

- a) To produce my Birth Certificate or other proof of my date of birth, if required.
- b) To produce my Driving Licence, if required.
- c) To produce evidence of my right to work in the UK in compliance with the amendments to document checks under Section 8 of the Asylum and Immigration Act 1996, which came into force on 1 May 2004.
- d) To adhere to the shift working pattern operation within the department for which I work.
- e) To arrange for my wages/salary to be paid directly into a bank account.

I further agree to adhere to the safety rules, work rules, and other regulations as laid down by the Company from time to time. I understand that, should I join Whitmore's of Edenbridge, there will be a probationary period of 3 months and that the Company's decision as to my continued employment during or at the end of this period is final.

I authorise Whitmore's of Edenbridge to apply for such references as they deem desirable on the condition that no approach will be made to my current employer unless I have accepted an offer of employment or otherwise given permission. I understand that employment is subject to receipt of references satisfactory to the Company.

I also understand and agree that if I accept employment with this Retail Facility they may release information from my personnel file or from other sources to Vauxhall/Chevrolet/Saab, its agents, and retailers without having to notify me and without incurring any liability.

By my signature placed below, I promise that the information provided in this employment application (and additional pages attached, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date.

Signature: _____

Date: _____

