

# southern coop

## APPLICATION FOR EMPLOYMENT

### The role

Position applied for:

Which geographical location(s) are you interested in working in?:

How did you hear about this vacancy?

### About you

Surname:

Forename(s):

Address:

Phone Number (home):

Phone Number (mobile):

Email address:

Post Code:

Are you aged under 18?

☐ Yes

☐ No

Do you hold a full, valid UK Driving licence?

☐ Yes

☐ No

Have you worked for or applied to work for the Society before?

☐ Yes

☐ No

If yes, please give details including place of work, role, date and reason for leaving (as applicable):

Are you related to anyone who currently works for the Society?

☐ Yes

☐ No

If yes, please give details including their name, place of work and relationship to you:

Would this be your main job?

☐ Yes

☐ No

Are you looking for permanent work?

☐ Yes

☐ No

Do you have the right to work in the UK?

☐ Yes\*\*

☐ No

\*\*Are there any conditions attached, e.g. start/finish dates or a limit on the number of hours you can work? Please specify:

**Note:** You will be required to provide evidence of your right to work in the UK if selected for interview. You must provide original documentation for Southern Co-op to verify and retain. Please refer to the attached leaflet which gives further information.

How many hours a week would you like to work?

Min

Max

We need to have colleagues working at specific times to meet the needs of our customers. This can include early and late shifts. Please indicate times that you would be willing and able to work each week:

Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Your work history

Are you currently employed?

☐ Yes☐ No

I am required to give my current employer ..... weeks notice

I am looking for a new job because:

Please give details of your current and previous employment/work experience, starting with the most recent:

**Note:** it is very important that you give full and accurate details as this information will be used to take up references

Dates From	To	Full company name, address and tel.	Role and responsibilities	Reason for leaving and final salary

Please give details of any breaks in your employment history:

# Your education

Please give details about your education and qualifications, starting with the most recent:

**Note:** Documentary proof of your qualifications may be required

Dates From                      To		Place of study	Qualifications/subject(s) taken	Results

# Your skills and training

Please tell us about any additional skills or additional courses you have completed which are relevant to your application – for example: food hygiene certificate, first aid qualification etc.

Please list any professional qualifications and/or job related certificates you hold:

	Date achieved

# Your life outside work/education

Please give details of your leisure activities/hobbies, including any community work or positions of responsibility outside work/education

## Your references

Employment with the Society is subject to receipt of satisfactory references. We will ask your current and/or previous employer(s) to provide a reference and these are not normally taken up until you have accepted our offer of employment.

Do you have any convictions not considered as spent under the Rehabilitation of Offenders Act 1974 (as amended)?

☐

Yes

☐

No

If yes, please provide details of the offence(s) and date(s) of the convictions(s):

## Any additional information

Is there anything else you would like to tell us about yourself in support of your application?

## Your Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct. I understand that providing false, incomplete or misleading information may lead to my application being rejected, any offer of employment being withdrawn or dismissal from employment.

Data Protection: I understand that the information I have provided will be held in confidence and used solely for recruitment and employment purposes.

Signed: ..... Date: .....

*Thank you for completing this form. Please ensure you have completed all sections of the form and signed and dated it above. If you need any help in completing this form then please contact us.*

**Important:** please return this form to the store you collected it from - unless otherwise instructed.