

card express

Application for Employment

Store: _____

Please complete this document in your own handwriting by printing clearly in black ink.

The following information will be treated in the strictest confidence.

Personal

Title: Miss / Mrs / Ms / Mr / Other (delete as appropriate)	
Surname:	First Name(s):
Address:	
	Post Code:
Home Tel No:	Mobile Tel No:
National Insurance No:	

Do you have the right to take up employment in the UK?	Yes	No
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If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work?	Yes	No
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Do you have a full current driving licence?	Yes	No
Is it free from endorsements	Yes	No
If NO, please give details:		

Have you worked in retail before?	Yes	No
If YES, please give details:		

Have you ever been dismissed by an employer?	Yes	No
If YES, please give details:		

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?	Yes	No
If YES, please give details:		

Have you previously worked for us?	Yes	No
If YES, please give details:		

Have you a contact or are you related to any person in the employ of Card Express?	Yes	No
If YES, please give details:		

Employment

Position applied for:

If offered this position, will you continue to work in any other capacity?	Yes	No
If YES, please give details:		

Would you work full time?	Yes	No
If your application is for part time employment please state days/hours preferred		
On what date would you be available to commence this employment?		

Education

<p>Please list examinations taken & grades achieved, together with the names & addresses of school/college/university where you attained these qualifications:</p>
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Please list any professional qualifications and membership details of any professional organisations:

Employment History

Please give details of your two previous employers, most recent first:

Name of Employer:

Address:

Date of Employment:

From:

To:

Starting Salary/Pay per Hour:

Final Salary/Pay per Hour:

Type of Business:

Position Held:

Describe the work undertaken:

Reason for Leaving:

Name of Employer:

Address:

Date of Employment:

From:

To:

Starting Salary/Pay per Hour:

Final Salary/Pay per Hour:

Type of Business:

Position Held:

Describe the work undertaken:

Reason for Leaving:

References

Please give details of two referees (one of whom should be your present/last employer and not relatives)

Name: Occupation:

Address:

Name: Occupation:

Address:

Please outline the skills and competencies you have gained through paid employment and other work activities and interests which are relevant to your application for this job.

Please use this space to give any other information you feel is necessary to support your application including your reasons for applying to Card Express.

If you are disabled, please give details of any special arrangements you would require to attend interview.

If your application is successful, you may be asked to consent to Card Express verifying the information you have given in this form.

Declaration**Sign and date the declaration and authorisation below:**

I declare that the information given by me, to the best of my knowledge, is true and complete.

I acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.

In accordance with the Data Protection Act 1998, I hereby authorise Card Express to process the information contained in this application form for recruitment and selection purposes.

Name (block capitals)

Date

Signed