

The Southern Co-operative

APPLICATION FOR EMPLOYMENT

The role

Position applied for:

Which location(s) would you be interested in working in?:

How did you hear about this vacancy?

Job Reference: (if applicable)

About you

Surname:

Forename(s):

Address:

Phone Number (home):

Mobile Phone Number:

Email address:

Post Code:

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

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No

**If yes and there are conditions attached, for example start/finish dates, a limit on the number of hours you can work, please specify:

Note: You will be required to provide original documentation, and photocopies for the Society to retain, during the interview process to evidence your right to work. Please see the attached leaflet which provides full details.

Your work history

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 name, address and telephone number of employer	Role and responsibilities	Reason for leaving and final salary

Please give details of any breaks in your employment history:

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Your education

Please give information about your education and qualifications, starting with the most recent:
(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 you have or completed training courses, which are relevant to your application – for example: fluent in a language other than English, first aid qualification etc

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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

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Your references

Employment with the Society is subject to receipt of references satisfactory to the Society. We will ask your current and/or previous employer(s) to provide a reference and these will not normally be 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 I have given on this form and in any supporting documents, is true, correct and complete to the best of my knowledge. I understand that any offer of employment is subject to satisfactory medical evidence of health and references; and that the Society reserves the right to withdraw any offer of employment or to summarily terminate my employment if the information given by me is found to be incorrect or misleading in anyway including withholding material information. 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.

Please return this form to the address below.

Human Resources Department, Southern Co-operatives Ltd, 44 High Street, Fareham, Hampshire P016 7BN
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