

# Job Application Form

The **co-operative**

Radstock Co-operative Society  
*Locally owned, locally managed*

## Vacancy Details

Position applied for: \_\_\_\_\_

Availability to attend interview: \_\_\_\_\_

Do you require any special arrangements to be made to assist you attending for interview?

If yes, please specify: \_\_\_\_\_

How did you learn of this vacancy? \_\_\_\_\_

(If through an employee of the Society, please state their name)

Have you made a previous application to join this Society? Yes  No  Date: \_\_\_\_\_

If yes, please give details: \_\_\_\_\_ Position/Job Title: \_\_\_\_\_

## Personal Details

Title (Mr/Mrs/Miss/Ms etc) \_\_\_\_\_ Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Home Telephone No.: \_\_\_\_\_ Mobile Telephone No.: \_\_\_\_\_

Work Telephone No.: \_\_\_\_\_

Email Address: Work or Home (*delete as appropriate*) \_\_\_\_\_

Do you need a work permit to work in the UK? Yes  No  If yes, do you have a valid work permit? Yes  No

Have you a full driving licence? Yes  No  If yes, Provisional  Full

Do you own a car/motorcycle? Yes  No

Have you ever been convicted of a criminal offence? Yes  No

If yes, give details (except those convictions that are regarded as 'spent' under the terms of the Rehabilitation of Offenders Act 1974. Include details of any prosecutions pending)

If offered a position, will you continue to work in any other capacity? Yes  No

If yes, please give details

Notice period required by current employer: \_\_\_\_\_ Date available to start work: \_\_\_\_\_

## Membership of Professional Bodies/Public Duties

Name of Association, Society or Group: \_\_\_\_\_ Date Admitted: \_\_\_\_\_

Membership level attained (if appropriate): \_\_\_\_\_

Please out-line any public duty or voluntary commitments that you may have: \_\_\_\_\_

**Education and Qualifications** (copies of educational certificates will be required)

From	To	Name and address of School	Examination taken, grades and results

**College/University attended** (copies of educational certificates will be required)

From	To	Name and address of College/University	Examination taken, grades and results

**Employment History covering past 10 years** (Start with current or most recent employer first and explain all gaps)

Name and address of Employer	Position held, salary and brief outline of duties	Dates	Reason for leaving

**Relevant Training/Courses attended**

Training Organisation	Course Title and brief outline of content	Dates	Outcomes

**Work Experience Record** (Complete only if this will be your first job since leaving full time education)

Name and address of company providing work experience	Nature of work undertaken	Dates

**Additional information in support of your application** (Please attach a separate sheet if necessary)

## Working Hours/Days

Please indicate the earliest start times and latest finish times you could work on each day of the week:

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Earliest Start							
Latest Start							

Do you have any demands on your time which could affect your availability for regular work?  
If yes, please give details

## Referees

### 1. Current Employer

Name \_\_\_\_\_

Position \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 2. Past Employer/Educational Establishment

Name \_\_\_\_\_

Position \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 3. Past Employer/Educational Establishment

Name \_\_\_\_\_

Position \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please state whether we may approach your present employer at this stage Yes  No

**Declaration** - I confirm that the information given on this form is, to the best of my knowledge true and accurate. Any false statement may be sufficient cause for rejection, or if employed, dismissal. I understand that any employment with the Society is subject to successful completion of a probationary period, receipt of satisfactory references and checks, and evidence of eligibility to work in the UK.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Data Protection Act** - The information contained in this form may be held on file either manually or electronically and used for monitoring purposes. If you do not wish your personal information to be used in this way, you should write to the Data Protection Officer, Radstock Co-operative Society.

**The completed application form and all recruitment documentation should be sent to Human Resources within 1 week of start date.**

This form should be returned to Human Resources, Radstock Co-operative Society, Co-operative House, 3 Wells Hill, Radstock BA3 3RQ  
Tel: 01761 431555/430208 Facsimile 01761 436187 E-mail Jobs@radstockcoop.co.uk



## For Office Use Only

	Action	Date Requested	Date Received	Date Completed
1.	Shortlist Yes <input type="checkbox"/> Invitation to interview on ..... Shortlist No <input type="checkbox"/> Send decline/waiting list letter			
2.	Interview Assessment Record	N/A	N/A	
3.	References			
4.	Criminal Record Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, refer to HR)	N/A	N/A	
5.	Medical Questionnaire			
6.	Offer letter details Store No..... Dept..... Start Date..... Job Title..... Rate of Pay £..... Perm <input type="checkbox"/> Temp <input type="checkbox"/> If Temp, end date..... Weekly Hours/Days.....			
7.	Work permit needed Yes (Refer to HR) No			
8.	NI Card/Passport/P45, Educational/Birth/Marriage Certificates etc			
9.	Induction programme arranged	N/A	N/A	