



Friends Office
 DGH
 Kings Drive
 Eastbourne
 BN21 2UD

Tel: 01323 749503

APPLICATION FOR EMPLOYMENT

STRICTLY CONFIDENTIAL

APPLICATION FOR THE POST OF: Shop Manager, 32 hours per week

Where did you hear about this Vacancy? Please indicate below:

Local Press <input type="checkbox"/>	General Enquiry <input type="checkbox"/>	Agency <input type="checkbox"/>	Friends Website <input type="checkbox"/>	Word of Mouth <input type="checkbox"/>	Notice Board <input type="checkbox"/>
Internet (please specify website or search engine)					

1. PERSONAL DETAILS	
Surname:	Title: Miss/Mrs/Ms/Mr/Dr/Other (delete where appropriate)
Forenames:	Former Surname (if applicable):
Address:	Tel No. (day time):
	Tel No. (evenings):
	Mobile No.:
	Email:
Date of birth	National Insurance Number:
Post Code:	

2. EDUCATION AND TRAINING			
Professional/Academic Qualifications that are Relevant to the Post (record the most recent first) e.g. RSA, GCSE's, Degree:			
Qualification	Grade/Level Achieved	Where Study Took Place	Date Obtained

2. COMPUTER SKILLS*Software name (e.g. MS Word, Excel)***Basic****Intermediate****Advanced****Current Studies** (if applicable):*Qualification Studying For**Where Study/Training Is Taking Place**Date for Completion***3. GENERAL INFORMATION**

The post is for 32 hours a week, to be worked flexibly, but likely to be Monday, Thursday and Friday and include some weekends. Can you work these hours?

YES / NO

Do you hold a current full UK driving license?

YES / NO

Car available?

YES / NO

Do you foresee any travel problems?

YES / NO

If Shortlisted, are there any adjustments/support needed for you to be able to attend an interview, which will be held on Friday 11 November 2022? If YES, please give details

YES / NO

Do you require a work permit?

YES / NO

If YES, permit expiry date:

4. CURRENT OR MOST RECENT EMPLOYMENT

Post Held:

Employer's name and address:

Salary/Grade:

£

Date appointed:

Date left (if applicable):

Notice period:

Employer's business:

Reason for leaving / wanting to leave:

Brief summary of duties and responsibilities (including position within organisation, staff supervised etc):

5. PREVIOUS EMPLOYMENT

Please give details of **last five years** employment history (start from most recent and account for any gaps in employment). Use separate sheet if necessary

Employer's name & address:	Post held:	
	Reason for leaving:	
	Salary/Grade: £	Dates of employment: From: to:
	Key responsibilities:	

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	Reason for leaving:	
	Salary/Grade: £	Dates of employment: From to:
	Key responsibilities:	

6. EMPLOYMENT GAPS: If you have any gaps within your employment history, please state the reasons for the gaps below.

7. FURTHER INFORMATION Please include any evidence in support of your application paying particular attention to the Person Specification provided. You may also submit a CV with your application.

Outline in one or two sentences what prompted you to apply for this role.

Please read through the Job Description and then highlight the skills, knowledge and behaviours you have which demonstrate your suitability for this role. Please feel free to include experience gained from voluntary roles. Up to one additional sheet of A4 can be used if required.

8. REFERENCES. References must include at least two positions with separate employers and, as a minimum, cover a period of three years employment and/or training history, where this is possible. We will not approach people for references unless you are successful at interview.

Current/most recent employer or training organisation:	Current/previous employer or training organisation:
Name:	Name:
Job Title:	Address:
Company:	
Address:	
Email:	Email:
Tel:	Tel:
Capacity in which this person knows you:	Capacity in which this person knows you:

9. DISCLOSURE AND BARRING SERVICE (DBS) CHECK

If you are successful in your application for this post, will you agree to provide details, which to be sent to the DBS so they can carry out a DBS check? YES / NO*

*Refusal may prevent further consideration of your application.

10. DATA PROTECTION

Personal identifiable data is collected and processed in accordance with the Data Protection Policy. Data is kept up to date, limited to what is necessary and held securely. Data is only accessed by and shared with those who need it and only used for the purpose it was collected. Please see our Privacy Notice on our website , or request a hard copy, for more information.

11. DECLARATION

I declare the information given in this application is, to the best of my knowledge, true and accurate. I understand any offer of employment is conditional upon the accuracy of this information.

Signed:

Date: