

Bentalls

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Section One

TYPE OF EMPLOYMENT REQUIRED Please choose one of the following

- 1 **Sales Staff** Home Fashion Any
- 2 **Restaurants**
- 3 **Non-Selling Role**
- Date available to take up employment/Current notice period Salary required

Section Two

WORK PATTERN Please tick all that apply

Full time (Sales floor teams are required to work 1 Sunday in every 4 and 3 Saturdays in every 4, the Catering team work 5 days out of 7)

Part time **Thursday Evenings until 8/9pm** **Weekends Only**

Please indicate your availability each day, for example; 9-6, 5.30-9

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-------|-------|-------|-------|-------|-------|-------|
| | | | | | | |

Section Three

How did you find out about us?

Section Four

PERSONAL DETAILS

Surname (Mr/Mrs/Miss/Ms/Other) Forename(s)

Previous Surname Gender: Male/Female

By what name do you prefer to be known:

CONTACT DETAILS:

Address

.....

Telephone number - Home Work

Mobile Email

National Insurance Number

If you do not have a National Insurance number, do you have a work permit or a working visa? **YES/NO**

You will be required to provide documentary proof of your National Insurance Number and your right to work in the uk. Please bring this with you if you're asked to attend an interview.

Section Five

Have you applied to Bentalls before? **YES/NO** If yes, state when

Have you worked for Bentalls before? **YES/NO** If yes, state dates

Department Manager's Name

RECRUITMENT POLICY - At Bentalls, we believe our employees are responsible for our success. Selecting the right person to fill a vacant role is vital, whether we choose an existing employee or an external candidate. We believe the company will continue to grow and succeed if we fill positions with candidates who have the best skills, experience and knowledge to meet the job requirements. Therefore recruitment and selection decisions are based on objective, pre-determined, job related criteria in line with the company's equal opportunities policy and current legislation.

The criteria are developed from the job description, person specification and job competencies.

Section Six

EDUCATION

Please give details of education and qualifications gained.

| Place of Education (including School, College, Universities) | Qualifications Obtained | Dates Attended (from - to) |
|--|-------------------------|----------------------------|
| | | |

Section Seven

WORK HISTORY

Please show details of your employment here, starting from your current or most recent position and working backwards. (Please include temporary, part-time and periods of unemployment.)

Note: After acceptance of any offer, we reserve the right to verify this information with the companies listed below.

| Date | | Name and address of Employer (Include contact name & telephone number if known.) | Job Title/Position | Salary on leaving | Reason for leaving |
|------|----|---|--------------------|-------------------|--------------------|
| From | To | | | | |
| | | | | | |

Section Eight

If offered employment by Bentalls, will you continue to work for any other employer? **YES/NO**

If yes, please give details

Section Nine

Are you a qualified First Aider? **YES/NO**

If yes, state name of course attended and expiry date of certificate

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Section Ten

Have you ever been convicted of a criminal offence which is not 'spent' under the rehabilitation of Offenders Act 1974? **YES/NO**

Section Eleven

Why are you interested in retailing?

What is your favourite shop and why? (apart from Bentalls)

Why should we offer you a position?

Why do you want to work in Bentalls?

Section Twelve

If you have any additional information about yourself which you think would be of interest, please add it here (e.g. hobbies, interests, extra qualifications, languages, etc.)

Section Thirteen

REFERENCES

References will not be taken up without your prior consent, please name two people preferably current or previous employers.

Name

Name

Address

Address

.....

.....

Occupation.....

Occupation.....

Telephone Number

Telephone Number

Section Fourteen

DECLARATION

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal. I understand that any offer is subject to satisfactory references.

I accept that the information I have supplied in support of my application and may in future supply, may be entered onto a computer database or manual file and the data may be processed either by a computer or manually for administrative or analytical purposes.

Signed Date.....

Section Fifteen

DATA PROTECTION ACT

Thank you for applying to join the team at Bentalls. If we do not have a suitable vacancy we may pass your application form to one of our concessions here in the store. Please sign below to confirm that you are happy for us to do this.

I am happy to have my details passed on to a concession.

Name..... Signature.....