

# Application Form

Please complete this application form in BLOCK CAPITALS and return it to your local HomeSense store.

Position applied for:

\_\_\_\_\_

Location you would like to work at:

Choice 1: \_\_\_\_\_

Choice 2: \_\_\_\_\_

Choice 3: \_\_\_\_\_

## Personal Details

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

First name: \_\_\_\_\_ Name you like to be known as: \_\_\_\_\_

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

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

Telephone: (day): \_\_\_\_\_ (eve): \_\_\_\_\_

(mobile): \_\_\_\_\_ Email: \_\_\_\_\_

## Availability

Are you looking for full time work? ☐ yes ☐ no

If you are looking for part time please tick the box/boxes that show the hours you are available to work in the table below:

	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	11 pm to 8am
Sun																	
Mon																	
Tue																	
Wed																	
Thu																	
Fri																	
Sat																	

Are there any days you cannot work? \_\_\_\_\_

Are you looking for permanent or temporary work? ☐ Permanent ☐ Temporary

## How did you hear about this vacancy?

- ☐ Job website
- ☐ Recruitment Agency
- ☐ Leaflet
- ☐ Recommendation
- ☐ Advert in newspaper
- ☐ Job Centre
- ☐ Poster
- ☐ HomeSense Store
- ☐ Other (please give details): \_\_\_\_\_

# Employment History

Please detail your employment history starting with your most recent/current employer and work backwards:

Employers name and location	Job title and list of responsibilities:	From/To	Leaving salary and benefits	Reason for leaving:

Please attach an additional sheet if required

# Skills & Qualifications

Please list any skills or qualifications relevant to your application

Educational Establishment	From/To:	Qualification(s) gained & grade

## Competency Questions

This section asks you to give answers on the skills, knowledge or experience you have that would support your application. Your answers can be from your experience in employment, education or your personal life skills.

Can you provide an example of when you have provided excellent customer service?

What was the situation? What did you do and what was the outcome?

How do you prioritise your day when you have been given a number of jobs to complete?

What do you feel the benefits are of working with others in a team?

Can you give me an example of when you have dealt with a challenging situation?

What was the situation? What action did you take and what was the result?

# Additional Information

Please ensure you answer this section to the best of your knowledge

	Yes	No
• Do you require a work permit? Should you be invited to attend an interview, you will be required to show an original copy and bring a photocopy of your right to work in the UK under the Asylum and Immigration Act 1996. (Documents may include a passport, birth certificate, work permit or national identity card)	<input type="radio"/>	<input type="radio"/>
• Do you have any criminal convictions that are unspent under the Rehabilitation of Offenders Act 1974? If you are applying for a position in Loss Prevention please be aware that you will require a CRO check if you are successful in your application.	<input type="radio"/>	<input type="radio"/>
• Do you need any special requirements to attend an interview (for example, wheelchair access)? If yes, please give details: _____	<input type="radio"/>	<input type="radio"/>

# References

Please give details of two referees:  
Wherever possible this should include your current or most recent employer(s) or a professional referee

Name	Relationship	Address	Telephone

# Data Protection

Under the Data Protection Act 1998, you are entitled to know what information we hold about you and why we hold that information. We will use the information you have provided on this form and any information we obtain from third parties (such as your nominated referees) as part of the process of assessing whether you are suitable for the job you have applied for. We will not use the information for any other purpose.

If we do offer you a job, we will give you more detail about the information we hold and how we will use it.

If we do not offer you a job, we will keep your personal information on file for a further six months in case any other vacancies you might want to apply for become available: please let us know if you would prefer us not to do this.

By answering the questions on this form, you are agreeing to our holding your personal information for the purposes explained above.

# Declaration

I declare that I am 16 years of age or above and that, to the best of my knowledge, the information provided on this application form is complete and correct. I understand that if I am offered the job any false or misleading information would lead to withdrawal of this offer , or dismissal if I have commenced employment.

Signed:\_\_\_\_\_ Date: (dd/mm/year)\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_