

Please complete all sections in BLOCK CAPITALS and in your own hand writing.

Official use

What position are you applying for?		Date received by HR															
Date of Application:	Mr/Mrs/Miss/Other:-	/ / 20															
Forename:-	Surname:-																
Preferred name:-	Sex:-	Are all sections completed yes / no															
Address:-																	
	Post Code:-																
Telephone:-	E-mail:-	Is there a photo attached yes / no															
Alternative Tel:-	Mobile Tel:-																
Nationality:-	N.I. Number:-																
Would you like to receive our monthly e-mail newsletter with up to date information?		Have they given references yes / no															
Are you eligible to work in the UK? (Evidence Required)																	
What is your current or last salary or hourly rate of pay? (Evidence Required)																	
When are you available for an interview during the week?		Police Check Received															
How much notice does your current employer require?																	
How did you hear about the position?																	
Do you have a full clean driving license? Y / N																	
How many days have you been absent from work/school/college in the previous 24 months?																	
If you answer Yes to any of the following questions, please attach full details.		Y/N															
Have you ever been convicted for a criminal offence spent or current?																	
Do you have any disability or health condition, including stress or depression or any allergies?																	
Do you have any holiday commitments?																	
Do you require any special modifications of equipment in the workplace?																	
Have you had any recent illness (within last 12 months) or are you currently under medical treatment?																	
Have you any back problems, or ever suffered any injury/ operation which might affect your ability to carry out manual handling tasks?																	
Would you if asked, refuse to have a medical examination?																	
Do you smoke?																	
Do you object to wearing a uniform and observing our dress code including a name badge?																	
Please indicate below approximate details of your availability to work.																	
General Availability	EVE = 17:30-20:00																
Restricted Days (X)	Mon		Tue			Wed			Thu			Fri			Sat	Sun	
or	AM	PM	EVE	AM	PM	EVE	AM	PM	EVE	AM	PM	EVE	AM	PM	EVE	All	Day
Availability to work (Y)																	

Please note that most full time vacancies require you to work either a Saturday or a Sunday

Please complete the other side of this application.

Please note all sections must be completed in order to process your application

If required, supply further information on a separate piece of paper, attach to the application.

Please attach a recent photograph here of yourself. Applications without a photo will not be processed

EDUCATION

NAME OF SCHOOL OR COLLEGE	QUALIFICATIONS and GRADES

Do you hold any public service position i.e. A Magistrate or a member of the Territorial Army or Ex-service person still on recall duty?

QUALIFICATIONS

LIST ANY OTHER QUALIFICATIONS YOU HAVE i.e. Food Hygiene Certificate, First Aid at Work etc.

PREVIOUS EMPLOYMENT

STARTING WITH YOUR MOST RECENT EMPLOYMENT, GIVE DETAILS OF			
Employers Name & Address	Job title	Reason for leaving	Main Duties

HOBBIES & INTERESTS

GIVE DETAILS OF HOBBIES, INTERESTS, PASTIMES & ANY OTHER RESPONSIBILITIES OR OFFICES HELD.

REFEREES

GIVE THE NAME, ADDRESS & DAYTIME PHONE NUMBER OF TWO REFEREES, INCLUDING YOUR PRESENT OR LAST EMPLOYER OR TUTOR.	
Do you know anyone who is currently employed by All-In-One?	If yes whom?

I hereby declare that the statements contained in this form are, to the best of my knowledge, true and complete in every respect, and that no material facts have been withheld, misrepresented or suppressed and has been completed by me.

Usual Signature-_____

Date:-_____

Return by post or deliver to The H R Department, All-In-One Garden Centre, Rochdale Road, Middleton, Manchester, M24 2RB