



Application for Employment Grahams Hi-Fi Limited

Please carefully read this form and answer all the applicable questions honestly and truthfully. Afterwards read the declaration and Consent under the Data Protection Act at the end of the form and sign and date it.

Return the completed form to: The Personnel Department, Grahams Hi-Fi

Post applied for:

Applicant's details

Full name:

Home address:

e-Mail Address

Home telephone number:

Mobile telephone number:

National Insurance Number:

Sex: Male female

Date of Birth:

Do you smoke: Yes No

Do you have a driving licence: Yes No Private car/Commercial

If Commercial, give class of vehicle:

Is your driving licence "clean": Yes No

If "No", please give details:.....

Do you have criminal convictions that have occurred during the past 5 years?

Yes No If "Yes" give details:

(Note: You do not have to disclose any offence which is a spent offence under the Rehabilitation of Offenders Act 1974)

Have you at any time been convicted of a crime that has resulted in a prison sentence? Yes No If "Yes" give details:

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(Note: You do not have to disclose any offence which is a spent offence under the Rehabilitation of Offenders Act 1974)

Are you legally eligible to live and work in the UK in accordance with the Asylum and Immigration Act 1996?: Yes No

Can you provide a specified document such as a passport, P60 or UK birth certificate to confirm your answer: Yes No

If you are not a UK or EU National, please give your work permit number:

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Are you in generally good health?: Yes No If "No" give details:

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Are you receiving medical treatment?: Yes No If "Yes" give details:

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Have you in the past 10 years had a period of illness resulting in a long term (more than 4 weeks) absence from work?: Yes No

If "Yes" give details:

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Are you registered disabled or do you otherwise suffer from any disability?:

Yes No If "Yes" give details:

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Do you require special arrangements as to access to premises, special seating or other equipment or of any other nature because of your disability?

Yes No



If "Yes" give details:

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Are you willing to undergo a medical examination: Yes No

Marital status: Single/Married/Separated/Divorced *(delete as appropriate)*

Do you have children? Yes No If "Yes" please give number of children and their ages:

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Are you bankrupt or have you ever been declared bankrupt: Yes No

If "Yes" give details:

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Do you have outside commitments that could limit your working hours, such as being a JP, a councillor in local government or a member of the TA?:

Yes No If "Yes" give details:

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Ethnic origin (Voluntary information). *We are an equal opportunities employer. We aim to recruit staff on their suitability for the position advertised, without consideration of age, sex, marital status, disability or ethnic origin. To help us monitor this policy it will help us if you fill in this section.*

White Black African Black Caribbean Black other (specify)

..... Chinese Other Asian (specify)

Other (specify)

Availability for work

If currently employed, how much notice will you have to give you current employer?:

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Is there any other reason why you would not be able to start work immediately if you were offered the job you have applied for?:

Yes No If "Yes" give details:
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Do you have any existing holiday commitments?: Yes No If "Yes" give details:

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Are you willing to travel during the course of your employment?:

Yes No If "No" give details:
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Education, Skills and Qualifications

Please give details of any skills and qualifications and/or experience relevant to the job for which you have applied:

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Education: Please list schools, colleges, universities attended (from age 14):

Name of establishment	Dates attended	Qualifications



Employment History

Are you currently employed: Yes No If "No" please state why not:

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Have you ever been dismissed by an employer?: Yes No If "Yes" give details, including the reasons given for your dismissal:

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Your current or last employer:

Name of company:

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Address:

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Telephone number:

Job title:

Describe your main duties and responsibilities:

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Rate of pay:

Reason for leaving or wanting to leave:

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Previous employer (1):

Name of company:

Address:

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Telephone number:

Job title:

Describe your main duties and responsibilities:

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Rate of pay:

Reason for leaving:

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Previous employer (2):

Name of company:

Address:

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Telephone number:

Job title:

Describe your main duties and responsibilities:

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Rate of pay:

Reason for leaving:

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Previous employer (3):

Name of company:

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Address:

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Telephone number:

Job title:

Describe your main duties and responsibilities:

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Rate of pay:

Reason for leaving:

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Previous employer(4):

Name of company:

Address:

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Telephone number:

Job title:

Describe your main duties and responsibilities:

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Rate of pay:

Reason for leaving:

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Other information relevant to your employment history:

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Do you have any part time or evening jobs which you intend to continue:

Yes No If "Yes" give details:

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References

Please give details of two people we can contact who are willing to give you a reference and who are not related to you:

(1) Name:

Address:

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Telephone number:

Occupation:

(2) Name:

Address:

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Telephone number:

Occupation:

Interests and hobbies

Please give brief details of your main interests and hobbies:

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The job you have applied for

Please state what attracted you to the job you have applied for and why you think you are a suitable person to do it:

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Declaration

I declare that the information I have given on this form is correct and that any misrepresentation by me may be sufficient grounds for my dismissal if I am employed. I give my permission for my previous employer(s) and any references given to be contacted.

Signed by Applicant:

Date:

Consent under the Data Protection Act 1998 - the information given to Grahams HiFi Ltd in this form will be processed only by Grahams HiFi Ltd for the purpose of considering your application for employment. If you are successful in your application this form and the information in it will be retained in your HR file for such time as you are an employee of Grahams Hi-Fi Limited and for up to 6 years after the end of your employment. Otherwise this form will only be retained by Grahams Hi-Fi Limited for so long as it is required in connection with your application.
By signing this consent you give us your express consent to retain and process all the information contained in this form and to transfer it to countries outside the European Economic area if required.

Signed by Applicant:



Date: