

APPLICATION FOR EMPLOYMENT

The information you provide will play a vital part in deciding whether you will be called for interview. It is therefore important you complete the application form as fully and accurately as possible.

1. Post Details

Post Title:

Location:

2. Your Personal Details

Title: Mr/Mrs/Miss/Ms

Surname:

Forenames:

Preferred Name:

Home Address:

Post Code:

Tel (Home):

Mobile:

Email address:

National Insurance No:

Driving Licence No:

Do you have your own transport: YES / NO

Age: 16/17

18+

Are you a student or studying at school?

3. Johnstons of Elgin Employment

Have you previously been employed by this firm? Yes No

4. Education and Training

Qualifications gained on leaving school/college/university

Education establishment	Qualification(s) obtained	Grade/Level	Date Obtained

Professional qualifications/memberships/registration numbers (where applicable)

Professional Body/ Membership	Status	Date joined	Registration No

Other relevant training courses/certificates

Course attended	Qualification/Certificate	Date gained

5. Languages

Please indicate whether you can speak/read/write any languages other than your native language	Language	Speak, Read, Write
	Native	
Other		
Other		

6. Present/Most Recent Employment

Name & Address of Employer _____
 Job Title _____
 Date of start _____
 Salary & other benefits _____
 Date left (if applicable) _____
 Notice Required _____
 Nature of business _____
 Reason for leaving _____

Summary of main duties and responsibilities. Continue on a separate sheet if necessary ...

7. Previous Employment

Please give details of the posts you have held with the most recent first. Please include any gaps in employment with explanation. Continue on a separate sheet if necessary.

Dates employed		Employers name and address and nature of business	Job title and brief description of main duties and responsibilities	Rate of Pay	Reason for Leaving
From	To				

8. Supporting Information Relevant to Application

Please tell us the reasons for your interest in the post and give details of how your abilities, personal qualities and experience (both inside and outside work if appropriate) are relevant to your application

9. Hobbies and Interests

Please give details of your main activities and interests

10. Referees

Please provide details of two referees. If you are currently in employment, at least one must represent your present employer. Please cross the box if you do not wish contact to be made with a referee prior to an interview being held. After interview, if we are considering offering you an appointment we will seek permission to contact your referees.

Contact Name & Organisation	Address and Postcode	Occupation	Contact Phone Number	Cross if NO contact
1.				
2.				

PLEASE ANSWER QUESTION 11 ONLY IF YOU ARE APPLYING FOR RETAIL/COFFEE SHOP POSITION

11. Retail Supplementary Questions

Please describe a situation where you feel you have delivered excellent customer service.

Please describe a time when your verbal communication skills were important.

12. Immigration, Asylum & Nationality Act 2006 (Sections 15-20)

Under Sections 15-20 of the Immigration, Asylum and Nationality Act 2006, it is a requirement for Johnstons of Elgin as your potential employer to check that you are eligible to work in the United Kingdom **prior to the commencement of your employment.**

Only original documents can be accepted.

Acceptable documents to establish a continuous statutory excuse

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

13. Declaration

IMPORTANT (please read carefully before signing)

I certify that all statements given above by me on this form are true and correct to the best of my knowledge. I realise that if I am employed and it is found that such information and all other documents associated with the recruitment and selection process is false or that I have withheld information I am liable to dismissal without notice.

Data Protection Act

I consent to Johnstons of Elgin processing by means of information and communication technology or otherwise, any information which I provide to them for purposes of recruitment to and employment with the Company, monitoring the effectiveness of the Equal Opportunities Policy, and in the exercise of the Company's legitimate interests.

Please sign

Signed _____ Date _____

14. Returning Your Application

Before sending your application: Have you completed all the sections and put your name on any attached papers?

Completed application forms should be returned by the closing date to:

applications@johnstonsofelgin.com

or

Human Resources Department
Johnstons of Elgin
Newmill
ELGIN
IV30 4AF