

**Please read this page carefully before you complete your application form and retain for your own records.**

## **1 Use**

This is a standard application form completed by all applicants for posts at The Book People Ltd. For photocopying purposes, please complete this form in black ink. It may be handwritten or typed. All information given will be treated in the strictest confidence.

## **2 Completing the form**

The form is the first part of the selection process and it will be used to short list to the next stage. Please complete all sections fully and emphasise those areas where you believe you meet the requirements of the job. Feel free to add additional supporting sheets but be sure to put your name and the post for which you are applying on these sheets.

## **3 References**

It is our policy to obtain references for all applicants short-listed for interview. However, we will not request references until you have given us permission to do so. Any offer of employment will be made subject to receipt of references which are satisfactory to us.

## **4 Medical information**

If an offer of employment is made, it may be subject to satisfactory medical checks. In this case, you would be required to complete a medical questionnaire and, if necessary, undergo a full medical examination. For this reason, minimal medical information is required in the application form.

## **5 Equal opportunities**

The Book People Ltd is committed to the principle of equal opportunities in employment and is opposed to any form of less favourable treatment or financial reward through direct or indirect discrimination, harassment, victimisation to employees or job applicants on the grounds of race, religious beliefs, political opinions, creed, colour, ethnic origin, nationality, marital/parental status, sex, sexual orientation, disability or age.

## **6 Applicants with disability**

If you have a disability, there are a number of ways in which we can help you if you need it, from giving assistance with completing the application form, making special arrangements if you are invited to an interview and making adjustments to the job where reasonable.

## **7 What happens next?**

If you would like us to let you know we have received your application, please enclose a stamped self-addressed envelope.

Unfortunately, due to the cost involved with large numbers of applications, we can only write to you again if you have been selected for interview. If we have not responded to your application within four weeks of the closing date, please assume that your application has been unsuccessful.

## **8 Data Protection Act**

All applications for employment are kept on file for six months, after this period all forms are destroyed and disposed of in a confidential manner.

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Please return your completed form to the Personnel Section at the appropriate address on the front of the application form.

You can also contact us on our email address: [recruitment@thebookpeople.co.uk](mailto:recruitment@thebookpeople.co.uk)