

Position applied for:

Job ref:

Site

Your Details *Please complete all sections in BLOCK CAPITALS*

Surname

Title

Forenames

Address

Postcode

How long at current address

Telephone (*daytime*)

Telephone (*evening*)

Mobile no.

Email

Previous Address

Postcode

Are you currently eligible for employment in the UK? Yes No

Please state what documentation you can provide to demonstrate this e.g. British Passport/European Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK

Are you under 18 years of age? Yes No

(Under the Working Time Regulations 1998 we are unable to employ people on certain shifts if they are under 18 years of age)

Qualifications

Please provide details of your education history and qualifications, professional or technical, that you have undertaken or are working towards:

Have you worked at the Book People before? Yes No

If so, please state dates of employment

In what capacity were you employed?

Employment History Please start with your current/most recent position and include all jobs held, including part-time and unpaid work. Use a separate sheet if necessary.

Company name

Nature of business

Address

Postcode

Dates employed

From

To

Salary

Position held

Key responsibilities and key achievements

Reason for leaving

Company name

Nature of business

Address

Postcode

Dates employed

From

To

Salary

Position held

Key responsibilities and key achievements

Reason for leaving

Personal Development

Please include any courses, memberships, voluntary work or responsibilities you consider relevant, with achievements where applicable.

Health

How many days sickness have you had over the last 12 months?

Over how many separate periods?

Please give details

Have you ever suffered from any of the following?

Asthma Heart problems Back problems Diabetes Epilepsy

Do you have any other medical condition not listed above? Yes No

If yes, please give brief details

Are you on any long-term medication? Yes No

If yes, please give brief details

Are you undergoing any long-term treatment? Yes No

If yes, please give brief details

Details of Unspent* Criminal Convictions/Offences

Please list any unspent convictions or offences below:

Date of conviction/offence	Nature of criminal conviction/offence	Court	Sentence or Order	Date of when conviction/offence becomes spent

If none, please enter none

* Under *The Rehabilitation of Offenders Act 1974*, we do not require disclosure of any spent convictions/offences unless the post falls within an exempt category

References Please give details of two referees, one of which must be a current/most recent employer

Name Occupation

Company name (if applicable)

Address

Postcode

Telephone no.

Email address

Name Occupation

Company name (if applicable)

Address

Postcode

Telephone no.

Email address

All offers of employment are subject to receipt of satisfactory references. Do we have your permission to contact your referees prior to an offer of employment being made?

Referee 1 Yes No Referee 2 Yes No

When, if offered a position, would you be able to start?

Driving

If the ability to drive a vehicle is required as part of the role, please answer the following questions:

Is your driving licence current Yes No

Type of licence(s) held (if none, write none)

Is your driving licence free from endorsements? Yes No

Please give details of any points or driving convictions including any pending convictions. (Any declarations are subject to *The Rehabilitation of Offenders Act 1974* as amended)

Additional Information Please use this section to tell us about your knowledge, skills, abilities and experience relevant to this role. Continue on a separate sheet if you need to.

Where did you hear about this vacancy?

Declaration Please check all the details given and sign and date below. All information on this application form will be dealt with in the strictest confidence.

You are required to sign the declaration below certifying that all the information you have provided is accurate, and that you are in agreement with the information provided being processed within the guidelines of the Data Protection Act 1998. The Book People may wish to check any of the details you have provided. Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in termination of employment. I declare that the information on this form is true and complete and I have omitted nothing that, to the best of my knowledge, might affect this application.

Signed

Date