

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

															<u>Official use</u>				
Which store are you applying for?			Middleton				Knutsford								Date received by HR				
What position are you applying for?																			
Date of Application:					Mr/Mrs/Miss/Other:-														
Forename:-					Surname:-										Are all sections completed Yes/No				
Preferred name:-					N.I. Number:-														
Address:-															Is there a photo attached Yes/No				
Telephone:-					Post Code:-														
Alternative Tel:-					E-mail:-														
Nationality:-					Mobile Tel:-										Have they given references Yes/No				
Why do you feel you are suitable for the position you've applied for?																			
Are you eligible to work in the UK? (Evidence Required)															Police Check Received Date:				
What is your current or last salary or hourly rate of pay? (Evidence Required)																			
When are you available for an interview during the week?																			
How much notice does your current employer require?															Notes:				
How did you hear about the position?																			
Do you have a full clean driving license? Yes / No																			
How many days have you been absent from work/school/college in the previous 24 months?																			
Have you ever been convicted for a criminal offence spent or current? Yes / No																			
Any prosecution pending? Yes / No																			
Disabilities: are there any reasonable adjustments we can make to assist you in your application?																			
Do you have any holiday commitments?																			
Do you know anyone who is currently employed by All-In-One? Yes / No If yes, whom?																			
Would you if asked, refuse to have a medical examination? Yes / No																			
Do you smoke? Yes / No																			
Would you like to receive our monthly e-mail newsletter with up to date information? Yes / No																			
Do you object to wearing a uniform/name badge and observing our dress code? Yes / No																			
Please indicate below which days you are available to work.																			
EVE = 17:30-20:00			Mon			Tue			Wed			Thu			Fri			Sat	Sun
			AM	PM	EVE	AM	PM	EVE	AM	PM	EVE	AM	PM	EVE	AM	PM	EVE	All	

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 form.

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? Yes / No

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 OR ANY OTHER RESPONSIBILITIES OR POSITIONS HELD AND WHY YOU LIKE THESE ACTIVITIES.

REFEREES

GIVE THE NAME, ADDRESS & DAYTIME PHONE NUMBER OF TWO REFEREES, INCLUDING YOUR PRESENT OR LAST EMPLOYER OR TUTOR, THIS SECTION MUST BE COMPLETED.

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 Ltd, Rochdale Road, Middleton, Manchester, M24 2RB