

**TAMWORTH CO-OPERATIVE SOCIETY LIMITED
STAFF APPLICATION FORM**

"We're local, we're independent and we care"

APPLICATION DETAILS (All details will be treated in the strictest confidence)

Application for Employment as: _____	At (Location): _____
How did you find out about the vacancy? _____	Full/Part Time: _____
Dates not available for interview: _____	Vacancy Ref: _____

When are you available to work? (Please tick)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Early Morning							
Morning							
Afternoon							
Evening							

Have you ever applied to Tamworth Co-op or been employed by us? If Yes, please give details (continue on a separate sheet)	YES/NO
---	--------

Are you related to anyone employed by Tamworth Co-op? If Yes please give details	YES/NO
---	--------

PERSONAL DETAILS

Surname: _____ First Name: _____ Known as: _____	
Mr/Mrs/Ms/Miss/Other Title: _____ Single/Married/Divorced/Widow(er)/Separated (delete inapplicable terms).	
Previous Name (if changed within the last 10 years): _____ Qualification Letters: _____	
Date of Birth: _____ Place of Birth: _____	
Permanent Address: _____ Post Code: _____	
Eligibility (Proof is required at Interview).....Are you eligible to work in the UK? Yes / No (Please circle)	
Tel No : _____ (inc STD Code). Mobile: _____ Email address _____	
National Insurance Number _____ Nationality _____ (You may be required to provide documentary evidence of your N. I. Number or your right to work)	
Have you had any Criminal Convictions? YES/NO (Please circle) If Yes please supply details: _____	
Next of Kin: _____ Relationship: _____ Address _____ Post Code: _____ Tel No: _____ (inc STD Code) _____	
(Please ensure you have asked permission from your next of Kin)	
Do you have a driving licence? YES/NO	
Driving licence number _____ Expiry date _____	
Category of vehicles _____ Details of any penalties _____	

**TAMWORTH CO-OPERATIVE SOCIETY LIMITED
STAFF APPLICATION FORM**

"We're local, we're independent and we care"

EMPLOYMENT HISTORY

If you have a CV please attach to the Application

PREVIOUS EMPLOYMENT (References will be taken from at least two of your recent Employers).

Any job offer is conditional upon satisfactory references being obtained once an offer of employment has been made and accepted. Please give at least 5 years Employment History and include details and reasons for any breaks. Complete in chronological order starting with your latest job.

Present Company:		Manager's Name:		Tel:
Address:		Reason for Leaving:		
Position Held:	From:	To:	Salary:	
Main Responsibilities and Successes:				

Company Name:		Manager's Name:		Tel:
Address:		Reason for Leaving:		
Position Held:	From:	To:	Salary:	
Main Responsibilities and Successes:				

Company Name:		Manager's Name:		Tel:
Address:		Reason for Leaving:		
Position Held:	From:	To:	Salary:	
Main Responsibilities and Successes:				

**TAMWORTH CO-OPERATIVE SOCIETY LIMITED
STAFF APPLICATION FORM**

"We're local, we're independent and we care"

CHARACTER REFERENCE

To be used by School Leavers or where there is no recent Employment History. Please give 2 Character References.

REFEREES MUST HAVE KNOWN YOU PERSONALLY FOR AT LEAST 5 YEARS AND NOT BE RELATED TO YOU.

Name: _____
Relationship: _____
Tel No: _____
Address: _____

Post Code: _____

Name: _____
Relationship: _____
Tel No: _____
Address: _____

Post Code: _____

EDUCATION/FURTHER EDUCATION/PROFESSIONAL QUALIFICATIONS

<i>Name of School/College/University</i>		
From:	To:	Examinations taken and Results obtained. Subjects Passed. Scholarships Awarded.

**TAMWORTH CO-OPERATIVE SOCIETY LIMITED
STAFF APPLICATION FORM**

"We're local, we're independent and we care"

MEDICAL DECLARATION

ALL APPLICANTS (To be completed by *the applicant*)

This position requires a significant amount of Manual Handling

Have you suffered from any of the following?	Ever	Recurrent in the last 12 months	Length of time off work
Recurring conditions affecting Standing, Walking, Sitting and Lifting?	YES/NO	YES/NO	

Embalmers and Funeral Staff undertaking hygienic preparation, Coffin manufacturing and Gardening Staff.

<i>Have you ever suffered from asthma?</i>	YES/NO	YES/NO	
--	--------	--------	--

Embalmers and Funeral Staff undertaking hygienic preparation only.

Have you been immunised against:			
Hepatitis B		Tetanus	
Polio		Tuberculosis (BCG)	

Equal Opportunities Monitoring (Please see page 6)

Please indicate whether you require any Special Arrangements in order to attend an Interview.

**TAMWORTH CO-OPERATIVE SOCIETY LIMITED
STAFF APPLICATION FORM**

"We're local, we're independent and we care"

4

YOUR THOUGHTS

FROM READING THE JOB DESCRIPTION PLEASE STATE WHY THIS POSITION INTERESTS YOU AND WHY DO YOU FEEL THAT YOU ARE SUITABLE. PLEASE GIVE EXAMPLES OF RELEVANT SKILLS, EXPERIENCES AND ACHIEVEMENTS.

**TAMWORTH CO-OPERATIVE SOCIETY LIMITED
STAFF APPLICATION FORM**

"We're local, we're independent and we care"

EQUAL OPPORTUNITIES

The Society believes firstly in a policy of equal opportunities and welcomes applications and career advancements from both men and woman regardless of sex, marital status, creed, race, nationality or ethnic origin, disability, religion, beliefs and sexual orientation.

DATA PROTECTION

Upon receipt of your application form signed and dated, Tamworth Co-operative Society Limited will be the Data Controller of your personal data. Tamworth Co-operative Society Limited will hold all information you have given on this application form for legal requirements and for the purposes of personnel administration and statistic analysis. Your information will be held on a manual file and will also be entered in its current or altered format on to the Society's computerised database.

In order to comply with the Data Protection Act 1988 and in line with the GDPR regulations, please will you read and sign the declaration below.

Declaration

I hereby give consent for Tamworth Co-operative Society as my prospective employer, to hold, retain and process personal and sensitive information about me for recruitment purposes and in connection with any employment that I may obtain with Tamworth Co-operative Society.

I declare that the information given on this application form is, to my knowledge, true.

I understand that if it is subsequently discovered that any statement is false or misleading, an offer of employment may be withdrawn or I may be dismissed from employment by the Society without notice.

I understand that should I be employed that I will be required to complete a 6 month's probationary period

Signed:.....Print Name.....Date:.....

Unless otherwise asked, please return the completed Application Form to:

Tamworth Co-operative Society Limited,

5 Colehill,

Tamworth,

Staffs.

B79 7HA.....Our Privacy Policy can be located on www.tamworth.coop

OFFICE USE ONLY

Select for an interview: YES/NO

Interviewed byandDate.....