

**APPLICATION FORM**

Please complete this form and return it to the address below. Curriculum vitae will not be accepted. All information given will be treated with the strictest confidence.

Due to our staff selling age restricted products, please tick here if you are 18 or over .

1. POSITION APPLIED FOR: \_\_\_\_\_

2. PERSONAL DETAILS

Surname:	Telephone number (Home):
Forename(s):	Telephone number (Mobile):
Title:	Telephone number (Work):
Address:	Postcode:
	Email address:

Do you have the right to work in the UK? Yes/No

Note: the company will require proof of this right before an offer of employment can be confirmed - e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996

3. EDUCATION

From	To	School	Examinations taken and Qualifications Gained

4. EMPLOYMENT RECORD

(Please list chronologically, starting with current or last employer)

Name and Address of Employer:	From: To:	Job Title: Job Function/ Responsibilities:	Final Salary and Reason for Leaving

5. TRAINING

Details of relevant training courses attended, including dates eg First Aid, Food Hygiene:

--

6. SUITABILITY FOR THIS POSITION

Please explain why you would like this position and why you think are suitable

--

*Suitability continued...*

7. DISABILITY DISCRIMINATION ACT 1995

Do you require any special arrangements to be made to assist you if called for interview?

Please provide details:

8. CRIMINAL CONVICTIONS

Rehabilitation Of Offenders Act 1974

Due to this position involving cash handling and company data, have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the Police?

Yes/No

If yes, please give details of offences, penalties and dates:

9. REFEREES

Please give the details of two work related referees, including your current or most recent post. Referees will not be contacted without your prior approval.

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone No.:	Telephone No.:
Nature of Relationship:	Nature of Relationship:
Contact referee prior to job offer: yes/no	Contact referee prior to job offer: yes/no

10. PLEASE TICK THE RELEVANT BOX(S) TO SHOW US WHEN YOU ARE AVAILABLE TO WORK.

	6am - 10am	10am - 2pm	2pm - 6pm	6pm - 10pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

11. HOW MANY HOURS CAN YOU WORK?

Minimum number of hours per week \_\_\_\_\_ Maximum number of hours per week \_\_\_\_\_

12. VERIFICATION OF INFORMATION

I certify that all information which I have provided is correct.  
I understand that any false information given may result in a job offer being withdrawn.

Signature:

Date:

Please return to: Personnel Department  
Lothian Stores Ltd. (c/o Pinkie Farm Shop),  
79 Pinkie Road,  
Musselburgh. EH21 7TY