



★★★★
APPLICATION
FORM

Recruiting the **best!**

Right people

Right place

Right time



APPLICATION FORM

Application for employment at:
(Store location)

Sales colleague: Supervisor:

INFORMATION IN SUPPORT OF YOUR APPLICATION

In order to support your application and to ensure every applicant is able to complete the application process fully it is important to ask at this stage, do you consider yourself to have a disability?

Yes No

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process:

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

You will be required to show proof of this if your application is progressed to the next stage.

IF YOU ARE REQUIRED TO HAVE A WORK PERMIT/VISA TO WORK IN THE UK, PLEASE ENTER YOUR PERMIT DETAILS

Permit reference: Permit expiry date:

YOUR PERSONAL DETAILS

First name:

Last name:

Address:

Post code: Country:

Contact number:

Email address:

When is the best time to contact you?

Have you previously worked for The Original Factory Shop? If so, please confirm the details and reason for leaving:



EDUCATION & PROFESSIONAL QUALIFICATIONS

Starting with the most recent, please give details of all qualifications you hold:

Name & Address of Schools/Colleges	Details of qualifications

Relevant Additional Training/Qualifications	Details



WORKING FOR THE ORIGINAL FACTORY SHOP – PLEASE ANSWER THE FOLLOWING QUESTIONS:

We're original – we do things differently & constantly search for great new ideas – Please give us an example of when you've made a difference:

We're genuine – in who we are and what we do – Please give us an example of when you've acted with honesty and integrity:

We're on it – quick to act, one step ahead, work hard yet keep it fun – How do you plan and manage your workload/priorities:

We're devoted to value – it's central to our 'BVQ' promise: Brands Value Quality – How have you/would you add value to your customer's experience:

DISCLOSING CONVICTIONS

Do you have any convictions not regarded as spent for the purposes of the Rehabilitation of Offenders Act 1974? Please tick the relevant answer. Yes No

If yes, please confirm the details

Please note that disclosure of convictions may not impede your application

REFERENCES – FOR SUPERVISOR ROLES ONLY

Please detail 2 employers that we can contact to gain a reference, the first one being your most recent employer, the second being a different employer. If you have no previous employment this should be someone who has known you for at least 3 years and can provide a character reference.

Please note that we will not request any references until after an offer of employment has been made and accepted.



APPLICATION FORM

REFERENCE 1:

Contact name & number

Company name

Email address

REFERENCE 2:

Contact name & number

Company name

Email address

DATA PROTECTION

The personal information provided by you will be used by The Original Factory Shop for the purposes of assessing your application against the selection criteria for the particular position you have applied for, and for processing your application throughout that selection process. Your personal information will be treated in confidence and will not be disclosed to any third parties, except where permitted by law, where an agency is used by us as part of the employment screening process or where you have given prior consent. Unless otherwise instructed by you, we will keep your application form/CV and results of any screening processes for 6 months. If your application is successful, the information will be retained and held during the course of your employment, and as required by law after you cease employment with The Original Factory Shop. You have the right to request a copy of personal data we hold in respect of you. The Original Factory Shop reserves the right to levy a fee for this service in accordance with the terms of the Data Protection Act.

DECLARATION

I consent to The Original Factory Shop gathering, using and recording my personal information which is contained in this application form. I consent to the processing of my personal information as explained in the Section above. I confirm that the information given on this form is, to the best of my knowledge, true and complete, and I understand that The Original Factory Shop may take steps to verify its accuracy. Any false statement may be sufficient cause for rejection or, if employed, dismissal without notice. I understand that all offers of employment are conditional upon the receipt of references satisfactory to The Original Factory Shop. I confirm my consent for The Original Factory Shop to take up these references when a job offer is made and accepted.

DATA PROTECTION DECLARATION

Do you agree with the data protection statement and that your data can be stored and processed?

If yes, please state, I agree:

Signature

Print name

Date

Thank you for your application and your interest in The Original Factory Shop. Please either post or hand your application form into the Store Manager at the Store where the vacancy is based. Your application form will then be reviewed and the Store Manager will be in touch again soon.

THANK YOU FOR YOUR TIME IN APPLYING FOR A ROLE WITH US.