

Apply now to come and join us!

Which store are you applying to:			
What position are you applying for:	Supervisor	Sales Colleague	
In order to support your application and 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? You will be required to show proof of this if your application is progressed to the next stage.		Yes	No
IF YOU ARE REQUIRED TO HAVE A WORK PERMIT/VISA TO WORK IN THE UK, PLEASE ENTER YOUR PERMIT DETAILS			

Your personal details

First Name	
Last Name	
Postal Address	
Postcode	
Country	
Contact number	
Have you previously worked for The Original Factory Shop? If yes, please detail.	
Do you know anyone who works for The Original Factory Shop? If yes, please detail.	

Working times

What days are you available to work?

Mon

Tues

Weds

Thurs

Fri

Sat

Sun

How many hours are you available to work?

4

8

12

16

20

Your career so far

Please provide details of any relevant previous employment:

Name of Employer	Role	Dates	Responsibilities

Your education and qualifications

Please provide details of any relevant education or qualifications:

Qualification	Date	Place of study

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

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 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 after completion of the process. 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. For more details on how to request this information together with a full copy of our Recruitment Privacy notice (GDPR), please email chiefprivacyofficer@tofs.com.

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 and good luck!

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 contact should you be successful in reaching the next stage.