



ONE STOP STORES LTD  
 APEX ROAD,  
 BROWNHILLS,  
 WALSALL, WS8 7TS

TEL: 01543 363000  
 FAX: 01543 363655

## APPLICATION FOR EMPLOYMENT

Position applied for		Expected wage/salary range	
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### Personal Details

Title: Mr / Mrs / Miss / Ms \*

Forename(s)		Previous surname(s)	
Surname		Home telephone no.	
Preferred name		Mobile telephone no.	
Date of birth		NI number	

If you have been at your current address for less than 5 years, please give details of your previous addresses, including the postcode, covering the last 5 years.

Current Address:	Previous Address (if less than 5 yrs ago):
Postcode:	Postcode:

Do you require a work permit to work in the UK? If so, please give details of current work permit	Yes/No*
Do you have a full clean driving licence? If not, please give details of any endorsements	Yes/No*
Do you own a car?	Yes/No*
Have you ever held a licence to sell alcohol? If yes, please state when and where	Yes/No*
Do you currently hold a Personal Licence to sell alcohol?	Yes/No*
Have you ever been convicted of any crime or offence? (Under the Rehabilitation of Offenders Act 1974, spent convictions need not be declared) If yes, please give details of all convictions	Yes/No*
Have you ever been declared bankrupt or had County Court Judgements issued against you? (One Stop may reference successful applicants) If yes, please give details	Yes/No*
Which area of the country do you wish to work in?	

\* Please delete as applicable

## Education Details

School Name and Address	From	To	Examinations taken: subjects and results
Further Education & Training	From	To	Examinations taken: subjects and results

## Employment History

Please start with your most recent employer and ensure you provide full details of at least your last 5 years' employment. Please complete even if you are enclosing your Curriculum Vitae.

Dates From/To	Employer's Name and Address	Job Title, Responsibilities and Duties	Salary/Wage	Reason for leaving

How much notice do you need to give your current employer?

Have you worked for One Stop before?

Yes/No\*

If yes, please give details

Have you any family or other contact working in One Stop?

Yes/No\*

If yes, please give details

\* Please delete as applicable

## Medical History

To ensure that we meet your needs to do the job please complete the section below

Have you any medical or other reasons, which might prevent you from carrying out a specific role? Yes/No\*

If yes, please give details

Do you have any special requirements e.g. access, interpreter etc?

Yes/No\*

If yes, please give details

## Next of Kin

Name:	Relationship to you:
Address:	Daytime telephone number:
	Mobile telephone number:

## Additional information to support your application

Please give additional information you consider important to support your application, including any training and development you have undertaken (e.g. NVQs, IT Skills, Membership of Professional bodies).

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## References

Please give full name and address of two referees who may be approached for reference purposes one of whom **must** be your present or most recent employer. **Please DO NOT include members of your family or friends for a personal reference.**

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Tel no:	Tel no:
Job Title:	Job Title:
Company:	Company:

## Hours you are available for work

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Earliest start time							
Latest finish time							

Maximum number of hours you can work per week:

\* Please delete as applicable

**Please ensure that you have completed all aspects of the application form.**

## Data Protection

The information that you provide on this application form, along with any subsequent information collected in the recruitment process, for example from your referees, will be used by One Stop for the purpose of processing your application and, if your application is successful, to administer your personnel record. We may also use this information in aggregate (so that no individuals are identified) for research and statistical purposes. By submitting this application, you consent to your information being held and used in this way. If you require any further information regarding the use of your data, please contact the HR Department.

## Declaration

I declare that the information given is complete and correct. I understand that omissions or false information may lead to the termination of any employment undertaken. My previous employers may be approached for references should I be appointed to a position with One Stop, and I recognise that any offer of employment is subject to the receipt of satisfactory references.

Signature:

Date:

Please return form to:

## Bank/Building Society Details (please complete if successful at interview)

Bank/Building Society

Name:
Address:

Account Details:

Account name:
Account number:
Sort Code:

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## Interviewer use only

Interviewer and date of interview:	Area Manager:
Start date:	Is the applicant currently in full-time education?
Store/Department:	Job Title:
Basic hours of work:	Salary/rate:
Hours applicant is working in another job:	

## Checklist for Managers (please tick the box provided to indicate that the task is completed):

Reference details completed	<input type="checkbox"/>
Checked identification showing ability to work in the UK (Permanent NI number/Work Permit/Visa)	<input type="checkbox"/>
Bank details completed	<input type="checkbox"/>
P45/46 attached	<input type="checkbox"/>
Interview Assessment Form completed and returned with this form to Human Resources	<input type="checkbox"/>

## Head Office Use Only

Department:	Employee No:
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**Please return completed Application Form to One Stop Stores Head Office (address on first page).**