





**Rehabilitation of offenders**

Have you ever been convicted of a criminal offence relating to acts of dishonesty, theft or fraud?  
 (Motoring offences should only be included if you will be driving a company vehicle)

Yes  No

Please provide the details:

Date	Offence	Sentence

Have you ever been fined for any of the above or do you have any prosecutions pending?

Yes  No

Please provide the details:

Date	Offence	Fine

**Secondary and Higher Education and training details:**

Please provide details of any examinations taken, as well as training courses attended. Please include qualifications awarded. Evidence of qualifications may be required before an offer of employment is made.

Name of School/College/University	Subject	Type of qualification/training	Grade attained

**Professional Memberships**

Are you registered with a professional body?

Yes  No

Name of body:	Reg. No:	Expiry date:
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### About you

Please outline the qualities and skills you possess which make you a good candidate and that are relevant to the position you are applying for?

What would you say are your three key strengths?

1.

2.

3.

Do you require any particular arrangements for interview?

Do you have any friends or relatives working for the Company? If yes, please state whom.

Have you previously been employed by the QD Stores Group? If so, in what capacity and between which dates.

### Asylum and Immigration

Under section 8 of the Asylum and Immigration Act 1996, it is an offence to employ an individual who has no right to work in the UK. Therefore if you are successful in obtaining employment with QD Stores Ltd, you will be required to provide the necessary documentation proving your eligibility to be employed.

If your application is successful, you will be asked to produce this evidence

- A full current UK/EEC Passport
- National Identity Card
- Passport, or other document stating that you have a current right of residence in the UK as the family member of a National from an EEA country or Switzerland
- Work permit or Home Office documentation confirming permission to be employed (this must be valid for at least 6 months)

If you are unable to provide one of the above documents then you will need to provide:

Evidence of your National Insurance Number e.g. NI card, P45, P60 or a letter from a government agency.

**PLUS ONE OF THE FOLLOWING:**

- A full birth certificate issue in the UK, Channel Islands, Isle of Man or Ireland, which includes the name of a least one of your parents.
- A certificate of adoption
- A certificate of registration or naturalisation, stating that you are a British Citizen.
- A document from the Home Office stating you have indefinite leave to remain in the UK

Do you have evidence of your entitlement to live and work in the UK.

Yes  No

Do you require a work permit?

Yes  No  Date of expiry permit held:

### Employment History

Please provide details of your employment history for the past 10 years, including any voluntary work and unpaid work, as well as any periods of unemployment. Please ensure that all details are correct. Please note that your two previous employers will be contacted for reference purposes on appointment (also see referees)

**Current employment details:** (if not currently in employment please complete previous employment only)

When did employment commence?	Name and address of employer	Position	Salary	What is your reason for wanting to leave?

Please outline present duties/ responsibilities, skills developed

What is your notice period? (if applicable)

### Previous employment

What were the exact dates of employment to/from?	Name and address of employer	Position held including a brief description of duties/skills developed	Salary	What was your reason for leaving?

**Candidate references**

Offers of employment are subject to receiving two satisfactory references. Please provide the names, addresses and telephone numbers of two referees. One of your referees must be your current/most recent employer. The second reference should include your previous employer or educational institution. If you are unable to provide employment or educational referee a personal reference may be permitted. **References from relatives are not acceptable.**

Your contract may be terminated without notice or pay in lieu of notice, if you have been engaged before the Company has received reference and these prove unsatisfactory

**Current/most recent employer**

<b>Company Name</b>

<b>Contact Name and Job Title</b>

<b>Address</b> (including post code)

<b>Telephone Number</b>

<b>What is your connection with this referee?</b> (e.g. manager, supervisor, colleague, etc.)

<b>Duration of time spent working for employer?</b>	
Years:	Months:

<b>May we approach this referee prior to making a written job offer?</b> (Please tick the appropriate box)			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**Second referee's details**

<b>Company Name</b>

<b>Contact Name and Job Title</b>

<b>Address</b> (including post code)

<b>Telephone Number</b>

<b>What is your connection with this referee?</b> (e.g. manager, supervisor, colleague, etc.)

<b>How long have you known this person?</b>	

<b>May we approach this referee prior to making a written job offer?</b> (Please tick the appropriate box)			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**Working Time Regulations**

If you are successful in your application will you continue to work for another employer?

Yes  No

If yes, how many hours a week will you work for the other employer and what will your shift pattern be?

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**Personal Declaration**

I confirm that the information given on this application form is correct to the best of my knowledge.

I understand that any false/misleading information or withholding any relevant information may result in my application being rejected and / or offer of employment being withdrawn. I also understand that if it is found subsequent to my appointment that inaccurate details have been provided or relevant details withheld, this is liable to result in my summary dismissal, without notice or pay in lieu of notice.

I authorise investigation of all statements contained in this application form and authorise the referees listed to give you any information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the QD Stores Group from any liability from damages that may result from such use of information.

The QD Stores Group may hold some information about employees in either manual or computerised records. My signature below indicates my agreement to this.

Employment is subject to me providing documentation to support my eligibility to work in the UK and the receipt of two satisfactory references.

Applicants signature:  Date:

**PLEASE NOTE:**

If you do not receive a letter or telephone call from us within 6 weeks of your application, please assume on this occasion you have not been selected for an interview.

The QD Stores Group prides itself as being eco friendly and this decision has been made to limit resources.

In order to comply with the Data Protection Law your details will be kept on file for up to three months. If you would like us to remove them from our records before this time please contact a member of the HR Department on 01603 275200.

**RECRUITMENT OFFICE USE ONLY:**

Date of Interview	<input type="text"/>	Start date	<input type="text"/>	Branch	<input type="text"/>	Position	<input type="text"/>
Salary	<input type="text"/>	Payroll no	<input type="text"/>	Number of days	<input type="text"/>	Total hours worked	<input type="text"/>
Shift worked	<input type="text"/>	Breaks	<input type="text"/>	DOB	<input type="text"/>	Interviewer	<input type="text"/>

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