



**Lathams**  
*Of Potter Heigham*



Join the  
winning team

**Please tick the position you would like to apply for:**

Full Time Sales Assistant	<input type="checkbox"/>	Part Time Sales Assistant	<input type="checkbox"/>	Nightfill Assistant	<input type="checkbox"/>	Saturday Assistant	<input type="checkbox"/>
		(state hours)					
Sunday Assistant	<input type="checkbox"/>	Warehouse Assistant	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>		<input type="checkbox"/>
Permanent or Temporary	<input type="checkbox"/>		<input type="checkbox"/>	<input type="text"/>			

**Where did you hear/see the vacancy?**

Jobcentre	<input type="checkbox"/>	Store Notice Board	<input type="checkbox"/>	QD Employee	<input type="checkbox"/>	Newspaper	<input type="checkbox"/>
Website	<input type="checkbox"/>	Jobs Fair	<input type="checkbox"/>	Other (please state)	<input type="text"/>		

**Branch:** (Please state location)

QD	<input type="text"/>	Lathams	<input type="text"/>
Buyrights	<input type="text"/>	Cherry Lane Garden Centre	<input type="text"/>

**Personal Details:**

Surname	<input type="text"/>	Contact Tel. No.	<input type="text"/>
First Name	<input type="text"/>	<i>(Between what times may we contact you on this number?)</i>	
Preferred Name	<input type="text"/>	Mobile No.	<input type="text"/>
Date of Birth	<input type="text"/>	<i>(Between what times may we contact you on this number?)</i>	
		E-mail address	<input type="text"/>
		NI Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

*(You must be 16 years old and have completed your compulsory education)*

Address

Postcode

Do you hold a current driving licence (if applicable)      Yes       No       Groups

Are you legally entitled to work in the UK?      Yes       No

Are you able to supply the required documentation to support this?      Yes       No

1. Have you ever been convicted of a criminal offence relating to dishonesty, theft or fraud? (motoring offences should only be included if you will be driving a company vehicle).      Yes       No

If yes please provide details:

2. Have you ever been fined for any of the above or do you have any prosecutions pending?      Yes       No

If yes please provide details:

Have you ever been dismissed or asked to resign from a former employer?      Yes       No

Has your employment ever been ended by means of a Compromise Agreement?      Yes       No

## Educational/Other Qualifications

School/College/University	Subject/Course	Qualification level	Grade	Duration of Course from/to

Evidence of qualifications maybe required before employment is offered.

## 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 your three key strengths are?

- 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.

Have you at any time in the past worked for QD Stores? If so, in what capacity and between which dates.

Have you at any time applied for a job with QD Stores? If yes, please provide details of the position and date of application.

If you are successful in this application will you continue to work for another employer? If yes, how many hours a week will you work for that employer?

## Current Most Recent Employment

Why do you want to leave your current role/why did you leave your last role?

What is your notice period? (if applicable)

Please give a work history, including voluntary and unpaid work, covering the last five years (inc. any periods of unemployment) and any other positions that are relevant to the position you are applying for.

Exact dates of employment from/to	Name, address of employer	Position	Salary	What were your responsibilities or duties	Exact reason for leaving

## Reference Request:

References will only be taken up if we are looking to progress with your application. If you are currently in employment one reference must be a Senior member of that organisation. Other references should include either previous employers or educational institutions. If you are not currently in employment/education and have not been so in the last few years please supply personal references who are NOT members of your family.

First Reference (Please specify)
Employer/Educational/Personal
Name
Position
Address
Post Code
Tel No.

Second Reference (Please specify)
Employer/Educational/Personal
Name
Position
Address
Post Code
Tel No.

## Medical Questionnaire

1. At any time has your health seriously interfered with your normal school or work activities? Yes  No
2. In the past year have you had any sickness absence lasting more than 2 weeks? Yes  No
3. How many periods of absence lasting less than 2 weeks have you suffered in the past 2 years?
4. Do you suffer from any long standing illnesses, injuries or medical complaints? Yes  No
5. Have you had any operations? Yes  No
6. Have you suffered ANY injuries at work, at home, recreational or road traffic accidents etc? Yes  No
7. Do you have any allergies? Yes  No
8. Do you have any problems with the following:
- a. Heart e.g. Angina, high blood pressure, palpitations, leaking valves, chest pains, Raynauds Dusease etc? Yes  No
- b. Arthritis (If so what joints?) Yes  No
- 
9. Have you ever suffered from any of the following:-
- |                               |     |                          |    |                          |           |     |                          |    |                          |          |     |                          |    |                          |
|-------------------------------|-----|--------------------------|----|--------------------------|-----------|-----|--------------------------|----|--------------------------|----------|-----|--------------------------|----|--------------------------|
| epilepsy                      | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | fits      | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | fainting | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| depression or nervous problem | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | dizziness | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | asthma   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|                               |     |                          |    |                          | diabetes  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |          |     |                          |    |                          |
10. Do you wear glasses/contact lenses for reading or distance vision? Yes  No
11. a. Have you been involved in heavy lifting? Yes  No
- b. Are you aware of any reason why you should avoid lifting? Yes  No
12. Are you on a hospital waiting list for treatment? Yes  No
13. Are you taking any medication at present? Yes  No
14. Please document any additional conditions that are not mentioned.

If you answered yes to any of the questions, please explain in the space below:

The Disability Discrimination Act defines a disability as a physical or mental impairment, which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability as defined by the Disability Discrimination Act?

Yes

No

If yes, do you require any reasonable adjustments to carry out your role? Please give details.

Is there anything we need to know to assist you with mobility should we need to evacuate your place of work for emergency or Health and Safety reasons?

#### Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996 (Amended Regulations 2004). QD Stores has a legal duty to check that all new employees are legally entitled to work in the UK. Therefore if you are employed by QD Stores Ltd bring with you the original of one of the following:

- Passport or National Identity Card stating that you are a National of one of the European Economic Area States.
- Residence Permit issued by the UK to a National from an EEA country or Switzerland.
- 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.
- Documentation showing you can stay indefinitely in the UK.
- Work permit issued by the Home Office permitting you to take employment (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 issued in the UK, Channel Islands, Isle of Man or Ireland, which includes the name of your parents.
- A certificate of registration or naturalisation, stating that you are a British Citizen.
- A letter from the Home Office, which indicates that you can stay indefinitely in the UK.

### 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 given in this application may result in my dismissal if I am appointed.

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

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

Employment is made subject to myself providing documentation proving my eligibility to work in the UK and the receipt of two satisfactory references these will not be requested without my permission.

PLEASE NOTE

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

At QD Stores Ltd we pride ourselves as eco friendly and this decision has been made to limit resources.

In order to comply with data protection law your details will be kept on file for up to 3 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.

We thank you for your interest in QD Stores Ltd.

Applicant's Signature:

Date:

#### 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"/>	Interviewer	<input type="text"/>		