

**CONFIDENTIAL**

# Russell & Bromley

## EMPLOYMENT APPLICATION FORM

**PLEASE BRING WITH YOU AT YOUR FIRST INTERVIEW:**

- 1. ORIGINAL VALID PASSPORT WITH VISA DOCUMENTATION IF APPLICABLE
  - 2. ORIGINAL NATIONAL INSURANCE CARD OR COPY OF PREVIOUS PAYSリップ
- OR
- 1. ORIGINAL FULL SIZE BIRTH CERTIFICATE SHOWING PARENTS' NAMES
  - 2. ORIGINAL NATIONAL INSURANCE CARD OR A PREVIOUS PAYSリップ

**POSITION APPLIED FOR**

**BRANCH NAME/NUMBER/DEPARTMENT**

**DATE**

**PAY ROLL NO:**

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**PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS AND SIGN/DATE IT ON PAGE 5.  
SEND/HAND IN YOUR APPLICATION TO YOUR NEAREST BRANCH.**

## 1. PERSONAL INFORMATION

Surname	
Mr.	Previous Name (if changed in last 10 years)
Mrs.	
Miss	
Ms.	
Forenames (in block capitals)	
Address (in block capitals)	
Postcode	
Telephone No. (including STD code)	
Mobile No.	
Email address	

Name, full address and postcode of person who can be contacted in an emergency:

Relationship:

Telephone number (including STD code)

Home:

Work:

## 2. EDUCATION

School name and address	from	to	Examinations passed
College / University etc. name and address			
Sports / Social / Artistic / Voluntary / Charity Sector			

### 3. EMPLOYMENT

**Please give full details** of previous employment history explaining any gaps. Start with your most recent Employment and work backwards. References will be sought from previous employers after appointment.

Employer's Name and Address and type of business, please put full postal address	Dates		Reason for leaving	Position held and salary on leaving
	from month/year	to month/year		

#### IMMIGRATION, ASYLUM & NATIONALITY ACT 2006

In order to comply with its obligations under the above legislation, it is the Company's policy to request and validate, **before** the commencement of your employment, documentation evidencing your National Insurance number or other documentation prescribed by statute to evidence your entitlement to work in the UK.

**NATIONAL INSURANCE NO.**

If you do not have a NI number do you require a work permit for employment within the UK?

**YES**

**NO**

If yes, please describe your immigration status in the UK and produce your **original** passport/work permit or application registration card for checking, a photocopy of which must be attached to this application form. \_\_\_\_\_

**Verification of all documentation must be complete before a job offer can be confirmed.**

### 4. PERSONAL REFERENCES

**IF YOU ARE NOT** in employment and have not worked for 5 years please nominate 2 personal referees unrelated to you.

1. Reference	2. Reference
Name	Name
Full Address	Full Address
Occupation	Occupation
For how long known?	For how long known?

## 5. REHABILITATION OF OFFENDERS ACT 1974

Have you been convicted of any criminal offences which are not yet 'spent' under the above Act?

The circumstances of applicants with convictions which are not 'spent' will be considered on an individual basis.

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Have you received a caution in the last 3 years?

If yes, please provide details.

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Are you facing any criminal prosecutions?

If yes, please provide details.

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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N.B. Once employed by Russell & Bromley, an employee must inform the Company of any criminal prosecutions/convictions or cautions brought against him/her. Failure to do so will result in disciplinary action.

In certain circumstances (subject to the provisions of the Rehabilitation of Offenders Act) spent convictions may be taken into account

## 6. ADDITIONAL INFORMATION

Do you have any pre-booked Holidays?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If YES, please give dates:

from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you in any other form of employment?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If YES, please give details:

If you are a successful applicant will you wish to continue in this other employment?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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What notice is required by your present employer?

\_\_\_\_\_

What date would you be able to start?

\_\_\_\_/\_\_\_\_/\_\_\_\_

Former payroll number if previously employed by Russell & Bromley

## 7. DISABILITY

Are there any reasonable adjustments (including any particular arrangements of facilities) that you think we could make to assist you in your application for the job.

## 8. GENERAL REMARKS

Use this section to give any further information in support of your application

Please read the following carefully:-

On Employment any subsequent changes in personal details should be notified to Head Office via your Manager. Hours are to be regarded as flexible, to be reviewed regularly and subject to change. In the case of Central London Branches only it will be necessary to work in **any** Central London Branch when required.

I declare that the information contained in this form is true and complete. I understand that any offer of employment will be made subject to the receipt of references and where required, a medical report which are satisfactory to the Company. I also understand that an offer of employment is subject to the production of valid documents entitling me to work in the UK Retail Sector a copy of which will be held on file. I consent to the Company obtaining references from my current/previous employers to support this application if a provisional job offer is made.

I understand that employment is subject to the satisfactory completion of a 12 week probationary period.

In the event of leaving the Company's employment I consent to any outstanding monies I may owe the Company, including holiday paid beyond current entitlement, being deducted from my final payments.

**Signed** \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**9. CHECKLIST - TO BE COMPLETED BY THE MANAGER AT THE INTERVIEW**

Have you fully informed the applicant about:

(Please  as appropriate)

Hours, Flexibility and Break Times	<input type="checkbox"/>	Pension Scheme	<input type="checkbox"/>
Ready to work 10 mins before shift starts	<input type="checkbox"/>	Staff Discount Rules and Payment	<input type="checkbox"/>
Dress Regulations and Payment	<input type="checkbox"/>	Terms of Engagement	<input type="checkbox"/>
Sickness/Absence Notification Rules	<input type="checkbox"/>	Commission	<input type="checkbox"/>
Holiday Entitlement Rules	<input type="checkbox"/>	Original documentation to be checked, photocopied and verified to evidence entitlement to work in UK	<input type="checkbox"/>
Local Rules	<input type="checkbox"/>	Probationary Period	<input type="checkbox"/>
Training Scheme/HASAWA	<input type="checkbox"/>		

**10. ADDITIONAL RECRUITMENT NOTES**

# 11. INFORMATION REQUIRED FOR PAYROLL DEPARTMENT

## PAYMENT DETAILS:

Position: \_\_\_\_\_

Starting Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Starting Hourly Rate \_\_\_\_\_

Starting Salary \_\_\_\_\_

(HEAD OFFICE STAFF ONLY)

Age Scale:

Up to and including 17 years

18 years and over

Total No. of Contracted Hours: \_\_\_\_\_

State contracted days/hours below:

Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Start	:	:	:	:	:	:	:
End	:	:	:	:	:	:	:

Department: \_\_\_\_\_

Bank Sort Code

			-						

Bank or Giro Account Number

Building Society Reference Number

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Bank Account Name(s) if different from employee name:

Bank Name \_\_\_\_\_

Bank Branch \_\_\_\_\_

Nat. Ins. No.


Work Permit No. (if under 16 or Non EEC National)

Tax form P45 obtained

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Student Appointment

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Fixed Term Contract end date

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Pension Scheme

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Tax Form P46 Completed

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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**PLEASE NOTE: THIS APPLICATION FORM MUST BE SENT TO HEAD OFFICE HR DEPARTMENT IMMEDIATELY A NEW POTENTIAL EMPLOYEE IS BEING CONSIDERED FOR EMPLOYMENT. AN APPLICANT CANNOT BE CHECKED AND A JOB OFFER CONFIRMED AND OFFERED UNLESS ACCOMPANIED BY THE FOLLOWING AS APPROPRIATE.**

(Please  enclosures)

Photocopy of Passport Front Cover

Photocopy of Application Registration Card

Photocopy of Passport Photo Page

Tax Form P45

Photocopy of Visa

P38

Photocopy of Work Permit

Photocopy of National Insurance Card

**ALL COPIES OF DOCUMENTS MUST HAVE THE INTERVIEWER'S SIGNATURE AND NAME IN BLOCK CAPITALS AND DATE ORIGINAL SEEN. PLEASE ENSURE THE DOCUMENT DATES ARE VALID.**

NOTES:

Signed \_\_\_\_\_ (Manager)

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_