

# application form



## Personal details

Post title:

Location: Colwick Glaisdale Washington

Please circle

Name:

Address:

Home telephone:

Business telephone:

Mobile number:

Postcode:

Email address:

## Employment history

Please give details of all jobs held including part-time and unpaid work, starting with your current or most recent employer

Employer (full name and address):

Jobs held/key achievements/skills:

Dates employed  
(to and from)

Reason for leaving:

## References

Please indicate two people who can provide references – one of whom should preferably be your present/most recent employer.

Name:	Name:
Address:	Address:
Telephone number:	Telephone number:

I give/do not give permission to take up my references prior to an offer of employment being made.

Please delete as applicable

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## Educational, technical and professional qualifications

Please give details of any qualifications gained, starting with the most current.

School/college/university attended:	Qualifications gained:	Dates:
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## Information in support of your application

This section allows you the opportunity to detail why you are the best person for the job and why you would like to work at Hillarys Blinds Limited.

Please continue on a separate sheet if necessary

### Internal applicant

I confirm that I have informed my line manager that I am making this application

## General

Are there any adjustments that may be required to be made should you be invited for interview?

Yes  No

If so please state here:

## Eligibility to work in the UK

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Yes  No

If you are successful in your application, would you require a work permit prior to taking up employment?

Yes  No

## Criminal record

Have you ever been convicted of a criminal offence? If so, please give details of any unspent convictions.

## Please indicate where you found out about the vacancy

If a Hillarys employee told you about the position please insert their name above

## Data protection statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Data Protection Commissioner.

## Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return your completed application form to: The Human Resources Department,  
Hillarys Blinds Limited, Spire Road, Glover, Washington, Tyne & Wear NE37 3ES**