

# Work Seekers Application Form

Private and Confidential



Woodside House, Woodside Road, Eastleigh, Hampshire, SO50 4ET

## Employment Required

ARE YOU A JOB CENTRE NEW DEAL CLIENT?  YES  NO

Position applied for:

Where did you hear about this vacancy?

What notice does your current employer require?

Would you be able to start immediately?  YES  NO If no, when?

Have you worked for us before?  YES  NO If yes, when?

## Personal Details

Full Name: Title: Forename(s): Surname:

Home Address:

Postcode:

Private Telephone:

Business Telephone:

Mobile Phone:

E-mail address:

Date of birth:

National Insurance Number:

Are you legally eligible for employment in the UK?  YES  NO

Do you require a work permit to work in the UK?  YES  NO

Is your ability to perform the job that you are applying for limited in any way?  YES  NO

If yes, please give details below:

If so, how can we overcome this?

Do you currently own a reliable vehicle?  YES  NO

Do you have a relevant current driving licence?  YES  NO

Is the vehicle insured for both business & personal usage?  YES  NO

Please give details below of any driving offences currently endorsed on your licence

Note: If you are invited to attend an interview, please bring your driving licence with you.

In accordance with the Rehabilitation of Offenders Act 1974, please give details of any unspent criminal convictions that you may have.

## Uniform Sizes

Shoe Size

Waist

Chest Size

Inside Leg





## References

Please provide names, addresses and occupations of two referees (not relatives), preferable previous employers whom we may approach with regard to your application at an appropriate and later date

Name:	Name:
Occupation:	Occupation:
Company name:	Company name:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:

## Health/Medical History

Would you describe your general health as good?  YES  NO

Are you expecting to undergo any medical treatment which will affect your work  YES  NO

Please give details of all periods of sickness over the past 12 months (please include dates & reasons)

\_\_\_\_\_

\_\_\_\_\_

## Next of Kin

Name:	Name:
Relationship:	Relationship:
Address:	Address:
Telephone:	Telephone:

## IMPORTANT

Asylum & Immigration Act 1996 - Section 8 (Prevention of Illegal Working)

Before your employment with NRS Retail Group can commence we are required by law to seek proof of your eligibility to work in the United Kingdom.

Please indicate the documents that you will be able to provide should you be offered employment by NRS

- |                        |                          |  |                          |
|------------------------|--------------------------|--|--------------------------|
| P45                    | <input type="checkbox"/> | Recent Pay Slip                                  | <input type="checkbox"/> |
| P60                    | <input type="checkbox"/> | National Insurance Number Card                   | <input type="checkbox"/> |
| Passport               | <input type="checkbox"/> | Birth Certificate                                | <input type="checkbox"/> |
| National Identity Card | <input type="checkbox"/> | United Kingdom Residence Permit                  | <input type="checkbox"/> |
| Work Permit            | <input type="checkbox"/> | Certificate of Registration as a British Citizen | <input type="checkbox"/> |

Letter issued by the Immigration and Nationality Directorate of the Home Office

## Declaration

*I the undersigned hereby certify that the information provided is correct and I understand that false statements on this form may result in dismissal.*

Sign:

Date:

## Note

Data Protection Act 1984.

If you are appointed, the information you have provided will be stored on computer and used for operational and managerial purposes and in connection with the payment of wages/salaries and the maintenance of the personal record system. Non-personal information from all monitoring sheets is also used for statistical purposes, to assist with equal opportunities and recruitment monitoring.