

MATALAN

APPLICATION FOR EMPLOYMENT

Thank you for applying for a position at Matalan. Your details will be treated in the strictest confidence. In order for your application to be processed, please complete all sections using BLOCK CAPITALS.

All candidates invited for an interview will be asked to produce proof of eligibility to work in the UK, failure to do so will lead to your application being declined.

POSITION APPLIED FOR: (Please tick appropriate box)		
Retail: General Sales Assistant <input type="checkbox"/> Stockroom Assistant <input type="checkbox"/> Cash Administrator <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Management Store Manager <input type="checkbox"/> Deputy Manager <input type="checkbox"/> Department Manager <input type="checkbox"/> Administration Manager <input type="checkbox"/> LOCATION/STORE: _____	Head Office: Buying <input type="checkbox"/> Central Operations <input type="checkbox"/> Corporate Purchasing <input type="checkbox"/> Design <input type="checkbox"/> Finance <input type="checkbox"/> Human Resources <input type="checkbox"/> Marketing <input type="checkbox"/> Payroll <input type="checkbox"/> Quality Control <input type="checkbox"/> Retail Operations <input type="checkbox"/> Sourcing <input type="checkbox"/> Store Development <input type="checkbox"/> Supply Chain <input type="checkbox"/> Technical Services <input type="checkbox"/>	Distribution Centre: Team Member <input type="checkbox"/> Clerk <input type="checkbox"/> Team Trainer <input type="checkbox"/> Supervisor <input type="checkbox"/> LOCATION: Skelmersdale <input type="checkbox"/> Knowsley <input type="checkbox"/> Corby <input type="checkbox"/>

Where did you hear about the vacancy? (Please tick appropriate box)

Job Centre <input type="checkbox"/>	Friend / Family <input type="checkbox"/>	Matalan Website <input type="checkbox"/>	Recruitment Website <input type="checkbox"/>
Newspaper <input type="checkbox"/>	In Store Poster/Banner <input type="checkbox"/>	Other <input type="checkbox"/>	Please Specify <input type="checkbox"/>

If other please specify _____

Personal Details

FIRST NAMES:	SURNAME:
TELEPHONE NUMBER:	E-MAIL ADDRESS:
MOBILE NUMBER:	
FULL POSTAL ADDRESS:	
POSTCODE:	

Age

Will you be aged 16 or over as of 1st July on the year of this application?
 (Please tick as appropriate)

YES: NO:

Expected salary/rate of pay:	
National Insurance Number:	
Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? e.g student visa	YES/NO
If yes, please provide details.	
If you were successful in your application, would you require a work permit prior to taking up employment?	YES/NO

Employment History – Please detail your current and previous job history and give an explanation for any gaps in employment.

NAME & ADDRESS OF EMPLOYER (most recent employer first)	JOB TITLE / MAIN RESPONSIBILITIES	REASON FOR LEAVING / WANTING TO LEAVE

Education / Training (or further experience)

Achievement	Results

Your Skills & Experience

In support of your application, please detail any relevant skills, qualifications, personal qualities which you believe are relevant to the position you are applying for within Matalan.

Availability (Retail & Distribution Centre only)

Matalan operates between 6am and midnight (24 hours a day in the Distribution Centre) 7 days a week. In order to match your availability to any existing vacancies, please indicate your maximum overall availability throughout the whole of the week. Please note, if offered employment, this information will form part of your contract.

Monday	Earliest Start Time	Latest Finish Time
Tuesday	Earliest Start Time	Latest Finish Time
Wednesday	Earliest Start Time	Latest Finish Time
Thursday	Earliest Start Time	Latest Finish Time
Friday	Earliest Start Time	Latest Finish Time
Saturday	Earliest Start Time	Latest Finish Time
Sunday	Earliest Start Time	Latest Finish Time

If offered an interview, would we need to make any adjustments in order to enable you to attend an interview? **YES/ NO**
If Yes, please give details:

If offered employment, would we need to make any adjustments to enable you to undertake your role? **YES/ NO**
If Yes, please give details:

References will only be requested upon offer of employment. If you are in employment, one reference must be of that organisation. Other references should include either previous employers or educational institutions.

NAME:	NAME:
ADDRESS:	ADDRESS:
POSTCODE:	POSTCODE:
TELEPHONE NUMBER:	TELEPHONE NUMBER:
RELATIONSHIP TO YOU:	RELATIONSHIP TO YOU:

Emergency Contact: Please give details of the person who can be contacted in the event of an emergency

Name:	Relationship:
Address:	Telephone number: (Daytime)
	Telephone number: (Evening)
	(MOBILE)

REHABILITATION OF OFFENDERS ACT 1974

You are not required to disclose convictions that are "spent". Please note that "unspent" cautions or convictions will not necessarily disqualify you from the post.

Do you have any cautions or convictions? YES / NO

Please list below details of any unspent cautions or convictions against you giving date, type of offence, sentence/fine imposed etc

Please note: At the expense of the Company, you may be required to apply for a 'Police Subject Access report', undergo a medical examination or agree to the provision of a General Medical Practitioner's report.

Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information or failure to disclose medical or any other relevant information will disqualify me from appointment or, if appointed, may result in my dismissal.

I understand that any appointment or offer of appointment is conditional upon the receipt of satisfactory references.

I also understand that in some circumstances any appointment or offer of appointment may be conditional upon receipt of a satisfactory medical and / or police report.

SIGNED _____ **DATE** _____

Data Protection.

The Data Protection Act 1998 ("The Act") sets out certain requirements for the protection of your personal information against unauthorized use or disclosure. The Act gives you certain rights.

Except to the extent we are required or permitted by law, the information which you provide in this application form, and any other information obtained or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application.

If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our Equal Opportunities Monitoring.

If your application is successful, the information will form part of your Personnel file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent.

I consent to the use of my personal information for the purpose and on terms set out above.

Signed _____ **Date** _____

MATALAN

OUR COMMITMENT TO EQUAL OPPORTUNITIES

This section of the application form will be detached from your application and will be used solely for monitoring purposes. Matalan is committed to its Equal Opportunity Policy and assesses all job applicants without regard to disability, race, gender, age, sexual orientation, religion or belief.

To enable the Company to adhere to this policy this application form includes questions relating to these topics and are non-obligatory. This information shall be kept separate to your application.

Age

Date Of Birth:	
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Gender - Please specify _____

Ethnic Origin

Please tick the box which best describes your ethnic origin:

White	<input type="checkbox"/>	Black/Caribbean	<input type="checkbox"/>	Black/African	<input type="checkbox"/>	Black/Other	<input type="checkbox"/>	Other (please specify)
Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	

If you wish, you may disclose information about yourself in this section about the following:

Religion	
	Sexual Orientation