



1 Neilson Square Deans Industrial Estate Livingston EH54 8RQ Scotland U.K. Tel. 01506 460250 ROI Tel 00 3531872 8386

STORE APPLIED FOR: POSITION APPLIED FOR:		DATE:									
TITLE: (Mr/Mrs/Miss/Ms) SURNAME: FORENAME: ADDRESS:  POSTCODE: EMAIL ADDRESS: TELEPHONE No.: MOBILE No.:		NATIONAL INSURANCE No. PPS No (ROI only):									
EMERGENCY CONTACT NAME AND ADDRESS:  TELEPHONE NO.: RELATIONSHIP TO YOU:		HAVE YOU PREVIOUSLY BEEN EMPLOYED BY US? (If so where and when?)									
PLEASE GIVE THE NAME AND ADDRESSES OF TWO REFEREES. 1. YOUR CURRENT EMPLOYER    2.YOUR PREVIOUS EMPLOYER  YOUR CURRENT EMPLOYER WILL NOT BE CONTACTED UNTIL YOU HAVE BEEN OFFERED AND ACCEPTED A POSITION WITHIN OUR COMPANY. IF YOU HAVE NOT HAD ANY PREVIOUS JOBS,PLEASE PROVIDE THE NAME AND ADDRESS OF SOMEONE WHO CAN PROVIDE A CHARACTER REFERENCE. <table border="0" style="width: 100%;"><tr><td style="width: 50%;">NAME</td><td style="width: 50%;">NAME</td></tr><tr><td>ADDRESS</td><td>ADDRESS</td></tr><tr><td> </td><td> </td></tr><tr><td>OCCUPATION</td><td>OCCUPATION</td></tr></table>				NAME	NAME	ADDRESS	ADDRESS	 	 	OCCUPATION	OCCUPATION
NAME	NAME										
ADDRESS	ADDRESS										
OCCUPATION	OCCUPATION										
HAVE YOU BEEN CONVICTED OF ANY CRIMINAL OFFENCE? IF YES, PLEASE GIVE DETAILS.   											
ARE YOU LEGALLY PERMITTED TO WORK IN THE UK/ROI?   											

DO YOU HAVE ANY SPECIAL NEEDS REGARDING YOUR WORKING ENVIRONMENT? PLEASE PROVIDE DETAILS:
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**SECONDARY EDUCATION**

NAME AND ADDRESS OF SCHOOL	QUALIFICATIONS AND GRADES OBTAINED

**FURTHER EDUCATION**

NAME AND ADDRESS OF COLLEGE/UNIVERSITY	COURSE TITLE	QUALIFICATIONS OBTAINED

PLEASE INDICATE ANY POSITIONS OF RESPONSIBILITY YOU HAVE HELD (e.g.school captain/member of professional body)
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**LEISURE INTERESTS**

PLEASE STATE YOUR MAIN INTERESTS AND HOBBIES
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## WORK EXPERIENCE

PRESENT EMPLOYER

EMPLOYERS NAME AND ADDRESSES	JOB TITLE AND SALARY	DUTIES AND RESPONSIBILITIES	DATES

PERIOD OF NOTICE REQUIRED?

WHEN WOULD YOU BE AVAILABLE TO START WORK?

### PREVIOUS EMPLOYER/S

EMPLOYERS NAME AND ADDRESSES	DATES FROM TO		JOB TITLE AND MAIN DUTIES	REASON FOR LEAVING

**ADDITIONAL INFORMATION**

PLEASE USE THIS SPACE TO INCLUDE ANY ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION AND REASONS WHY YOU WOULD LIKE TO JOIN OUR COMPANY.

HOURS AVAILABLE TO WORK EACH DAY	MON.	TUES.	WED.	THURS.	FRI.	SAT.	SUN.

WE HOLD COMPUTERISED AND MANUAL EMPLOYEE RECORDS. BY SIGNING THIS APPLICATION FORM YOU ARE GIVING YOUR CONSENT TO INFORMATION ABOUT YOU BEING HELD ON RECORD SHOULD YOU BE EMPLOYED BY US. IF YOU WISH TO VIEW THIS INFORMATION, YOU MAY APPLY TO PERSONNEL DEPARTMENT. THIS IS IN ACCORDANCE WITH THE DATA PROTECTION ACT 1998.

DECLARATION: I UNDERSTAND THAT ANY FALSE STATEMENT ON THIS APPLICATION FORM RENDERS ME LIABLE TO DISMISSAL.

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

*Any job is subject to receipt and acceptance of suitable references.*

*Due to the large number of applications received if you do not hear from us within 21 days your application has been unsuccessful on this occasion. Thank you for your interest in Schuh.*

**TO BE COMPLETED BY STORE MANAGEMENT**

Date of Start..... Job Title.....

Dept/Location.....

Temporary/Regular (Please circle)

CONTRACTED HOURS	MON.	TUES.	WED.	THURS.	FRI.	SAT.	SUN.

(STORE MANAGER TO COMPLETE DAILY HOURS WORKED)

Bank Name and Address..... Account No.....

..... Sort Code.....

Is P.45 attached? YES/NO

IS PROOF OF THE RIGHT TO WORK IN THE UK/ROI ATTACHED? YES/NO