

# Employment Application Form

# Phase Eight

The information supplied in this document will be treated in accordance with the Data Protection Act 1998 and will be used for application purposes only. Please use black / dark blue ink only.

position applied for

part time/full time

store/location

availability (please tick appropriate boxes)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
am							
pm							

source of application

salary expectations

## Personal Details

surname

first name(s)

preferred name

address

home telephone no

work telephone no  
(will be used with discretion)

mobile telephone no

are there any official restrictions on you taking employment in the UK?  
If yes give details

Yes  No

## General

do you hold a full UK driving licence?

are you prepared to be mobile?

locally

regionally

nationally

have you ever been employed by,  
or applied to, Phase Eight before?

if yes, please give details

for office use only

spec offer	RAI	RBI		
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# Employment Details

Current or most recent employment

employer's name and address

job title

nature of business

date of joining

date of leaving (where applicable)

period of notice required  
(where applicable)

salary

additional benefits

reason for leaving

please describe your duties and responsibilities

## Employment History

employer's name and address

dates (from/to)

position

final salary

reason for leaving

employer's name and address	dates (from/to)	position	final salary	reason for leaving
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Education and Qualifications

date (from/to)	institution	course / qualification	results

## Career Achievements, Skills, Hobbies and Interests

please give brief details of any work achievements to date and any skills, hobbies or interests that you have that you feel will be useful in this application

please continue on a separate sheet if you require

## References

All appointments are subject to satisfactory references.

Please give the details of two people (not relatives) we could approach for references in the event that employment references are insufficient.

name

occupation

address

postcode

telephone number

name

occupation

address

postcode

telephone number

please tick this box if you do not wish us to contact your current employer at this stage.

references that are satisfactory to the Company are a precondition of employment.

## Offences and Criminal Convictions

have you been convicted of any offence which is not 'spent' under the Rehabilitation of Offenders Act 1974?

if yes, please give details

I declare that the information given is correct to the best of my knowledge. I understand that if it is subsequently discovered that any statement is false or misleading I may be dismissed from employment with the Company. I understand that all appointments are subject to satisfactory references and hereby give permission for you to contact my previous employers for references.

signed

date

**Thank you for your interest in Phase Eight.**

mstimpson  
Marked set by mstimpson