

**PRIVATE & CONFIDENTIAL**

# Alstons

Sofas for Living

**Employment Application Form**

Please return your completed form to:

Human Resources  
**Alstons (Upholstery) Ltd**  
Gosbecks Road  
Colchester  
Essex  
CO2 9JU

**PERSONAL DETAILS**

Position Applied for	.....
Name	.....
Address	..... .....
Postcode	.....
Phone	.....
Email Address	.....

**EDUCATION AND TRAINING**

Details of educational establishment/s:

**QUALIFICATIONS**

Details of qualifications:

**EMPLOYMENT HISTORY**

Please record below the details of all your previous employment, beginning with the most recent first, and any breaks in employment. Up to 5 previous employments can be entered here. If required, please provide additional information regarding your employment history on a separate sheet.

*\*No approach will be made to your present employer or past employer before an offer of employment is made to you.*

<b>Dates of employment</b>	<b>Name of Employer</b>	<b>Job title/ Duties</b>	<b>Salary</b>	<b>Reason for Leaving</b>

**ADDITIONAL INFORMATION**

Please tell us why you applied for this job and why you think you are the best person for the position. Write below any other details you wish to give in support of your application. Perhaps why you have applied/ examples of things you have done that make you particularly suited to the job.

Do you consider yourself to have a disability?  YES  NO

*Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process*

**ENTITLEMENT TO WORK IN UK**

Are you entitled to work in the United Kingdom  YES  NO

If you are successful in obtaining employment with the Company, you will be required to provide evidence of your entitlement.

**REHABILITATION OF OFFENDERS ACT 1974**

Have you ever been convicted or cautioned for a criminal offence? YES/ NO  
(declaration subject to the Rehabilitation of Offenders Act 1974)

If YES please explain \_\_\_\_\_

Please tell us if there are any dates when you will not be available for interview.

**DECLARATION**

I can confirm that to the best of my knowledge the above information is correct. I accept that providing false information may be sufficient cause for rejection or, if employed dismissal. If you are successful in your application Alstons will use the information on this form and other attachments for administrative or legal purposes or as required by your continuing employment with us. If you are not offered a job, all documentation related to your application will be confidentially destroyed after a period of 6 months.

Signed ..... Date .....

## **DATA PROTECTION**

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. The Company treats personal data collected during the recruitment process in accordance with our Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our Job Applicant Privacy Notice which can be accessed here [https://www.alstons.co.uk/contact\\_31\\_2268805528.pdf](https://www.alstons.co.uk/contact_31_2268805528.pdf).