

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

Surname	Name
Address	
..... Postcode	
Contact No. Home	Mobile
Email Address	Position Applied for

EDUCATION AND TRAINING

Subject	Grade/ Level	Subject	Grade/ Level

Course, Training or Qualification	Course, Training or Qualification

REHABILITATION OF OFFENDERS ACT 1974

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

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.

Date From	Date To	Name of Employer	Position/ Duties	Salary	Reason for Leaving

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.

EQUAL OPPORTUNITIES MONITORING FORM

Alstons (Upholstery) Ltd is an equal opportunities employer and all applicants will receive equal treatment irrespective of their race, colour, nationality or ethnic/ national origin, religion or belief, sex, sexuality, marital status, age, social background or disability. In order to help the Company to ensure that its equal opportunity policy is being carried out, would you please provide the following information. This information will be kept in strictest confidence separate from your application form. It will be used for statistical purposes only and will play no part in the recruitment process.

Thank you for your co-operation.

PREFERRED TITLE AND FULL NAME

MR/ MISS/ MRS/ MS (DELETE AS APPROPRIATE)	SURNAME _____
OTHER NAMES _____	

GENDER

STATUS

<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	MARRIED/ SINGLE/ OTHER (DELETE AS APPROPRIATE)
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ETHNIC ORIGIN

Please show your ethnic origin by ticking one of the boxes below;

<p>White</p> <p><input type="checkbox"/> British <input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other White background*</p> <p>Asian, Asian British</p> <p><input type="checkbox"/> Indian <input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other Asian background*</p> <p>Other Ethnic Group <input type="checkbox"/> Other Ethnic Group*</p>	<p>Mixed</p> <p><input type="checkbox"/> White & Black Caribbean</p> <p><input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African</p> <p><input type="checkbox"/> Any other Mixed Background*</p> <p>Black, Black British</p> <p><input type="checkbox"/> Caribbean <input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background*</p> <p>* Please specify: _____</p>
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DISABILITY

Do you consider yourself to have a disability YES NO

If **YES**, please state the nature of the disability: _____

Under the Disability Discrimination Act – a disability is a physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out normal day to day activities.

AGE

DATE OF BIRTH (dd/mm/yyyy)/...../..... CURRENT AGE

DATA PROTECTION

I hereby give my consent to Alstons (Upholstery) Ltd processing the data supplied in this form for the purposes of recruitment and selection.

Applicants Signature _____

Date _____