

APPLICATION FOR EMPLOYMENT



This application form is designed to help us decide how you might be able to meet our standards.

Please take your time to complete this application form as best you can, your responses will give us our first real impression of what you are like and how well you would fit into Terry's way of working. Ensure you complete all sections fully.

About You

Surname _____

First Name(s) _____

Sex (M/F) _____

Maiden Name _____

Age _____ Date of Birth _____

Address _____

_____ Postcode _____

Telephone Number Home _____

(if convenient) Work _____

National Insurance Number

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Would you like to work **Full time** (40hrs) Yes No

Part Time (16 to 40hrs) Yes No

Would you like a **Temporary** **Permanent** position

Person to contact in an emergency _____

Address _____

Telephone Number _____

Do you need a work permit? Yes No

Do you smoke? Yes No

Your Education

Please indicate your current or most recent areas of study or school work

Subjects	Qualifications	Date Obtained

If you are still studying, which university or college do you attend? _____

What is your term address? _____

When will your course be completed? _____

Hours & Days You Can Work

For each day of the week, please write the times you can work

Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun

Please indicate maximum numbers of hours you can work each week _____

Why do you think that you would enjoy working at Terry's Fabric Warehouse? _____

Where did you find out about the vacancy? _____

Your Work Experience

Please list the jobs you have held starting with your current or most recent and working backwards

Date	Full Company Name	Job Title	Reasons for Leaving

You may feel that one particular job you have had is more useful than others in terms of the job you are applying for with Terrys. Please indicate below key tasks for the ONE or TWO jobs you believe to be the most relevant to TERRYYS. Even if you have your doubts, write it down.

Job Title	Key Tasks

Pay in most recent job _____ Period of notice for your current employer _____

Your Health

Have you

- 1. Had any major illnesses/operation in the past 5 years? Yes No
- 2. Suffered from any skin complaints? Yes No
- 3. Any medical condition which requires medication? Yes No

If yes to any of these questions, please give details

Absence

Days absent from work in your last year's work _____

If absent, why? _____

Were any absences connected with a disability? Yes No

Disability

Do you have, or have had a disability? Yes No

If yes, please give details _____

Which is more like You?

The questions below are designed to let us know more about the type of work you enjoy and the kind of person you are. For each question tick the option you feel most applies to you. If you have had no work experience please still try to select the description which is most likely to fit you. There are no right answers, so just answer quickly and honestly. For each question, tick one option only.

- | | |
|--|--|
| 1. I am orderly <input type="checkbox"/> | 11. I enjoy talking in groups <input type="checkbox"/> |
| I am easy going <input type="checkbox"/> | I enjoy talking to one person at a time <input type="checkbox"/> |
| 2. I like a job where I can work at my own pace <input type="checkbox"/> | 12. I work best without pressure <input type="checkbox"/> |
| I like a job that requires a lot of energy <input type="checkbox"/> | I enjoy time pressure <input type="checkbox"/> |
| 3. I am absorbed with ideas <input type="checkbox"/> | 13. I show my feelings <input type="checkbox"/> |
| I notice things around me <input type="checkbox"/> | I keep my feelings to myself <input type="checkbox"/> |
| 4. I like working as part of a team <input type="checkbox"/> | 14. I like to plan things in advance <input type="checkbox"/> |
| I like solving a problem on my own <input type="checkbox"/> | I like to take things as they come <input type="checkbox"/> |
| 5. I like a job where I need to be careful about what I say to others <input type="checkbox"/> | 15. I don't need praise <input type="checkbox"/> |
| I like a job where I am able to speak openly and honestly at work <input type="checkbox"/> | I need praise <input type="checkbox"/> |
| 6. I like telling other people what to do <input type="checkbox"/> | 16. I am energetic <input type="checkbox"/> |
| I enjoy discovering that people like me <input type="checkbox"/> | I am relaxed <input type="checkbox"/> |
| 7. I like being recognised for my achievements <input type="checkbox"/> | 17. I am argumentative <input type="checkbox"/> |
| I like being told that I am better than others <input type="checkbox"/> | I respect authority <input type="checkbox"/> |
| 8. I am talkative <input type="checkbox"/> | 18. I am curious about people <input type="checkbox"/> |
| I am reserved <input type="checkbox"/> | I am curious about how things work out <input type="checkbox"/> |
| 9. I like to use tried and tested methods <input type="checkbox"/> | 19. I am calm <input type="checkbox"/> |
| I like trying something different <input type="checkbox"/> | I am lively <input type="checkbox"/> |
| 10. I am quiet <input type="checkbox"/> | 20. I follow the rules <input type="checkbox"/> |
| I am outgoing <input type="checkbox"/> | I try to find short cuts <input type="checkbox"/> |

Your Pastimes

Now think about the activities you might take part in OUTSIDE OF WORK. Below list, and NON-WORK activities you are involved in which you feel show important things about you and which would be useful for TERRYYS. Even if you have your doubts, write it down.

Activity	What it says about you

Your Ethnic Origin

TERRYS is committed to equal opportunity. Selection or promotion is based on the particular applicants suitability for the job. To help us monitor this please indicate your ethnic origin by ticking one of the boxes below

African Caribbean Other European Asian UK or Irish Other (please specify)

Your Referees

Please indicate two referees who might be able to tell us more about you. One of these should ideally be your most recent employer or head teacher/tutor. The other should be someone who knows you but is not a friend or relative.

NOTE References will not be taken up before interview - Please do not enclose references with this application form

Name _____	Name _____
Address _____	Address _____
_____	_____
_____ Post Code _____	_____ Post Code _____
Relationship _____	Relationship _____

Finally

HAVE YOU

1. Been convicted of a criminal offence? Yes No
2. Any prosecution pending? Yes No

If yes to either of these questions, please give details

Thankyou for completing this form - we wish you well in your application. Before signing it, please ensure to read through carefully what you have written, and check that you have completed all the sections - and don't forget to enclose a current passport photo of yourself.

Your signature will be taken as:

- Acknowledgment that all the information you have provided is complete, correct and not misleading.
- Your understanding that any offer of employment is subject to the receipt of satisfactory references and your permission for us to approach your referees and present employers to obtain references.
- Your authorisation for TERRYS to contact relevant authorities should we need to check any other information concerning your application to join us.

Signed _____ Date _____



PLEASE RETURN YOUR COMPLETED APPLICATION TO

TERRYS TEXTILES LTD

Unit 6-8 Winpenny Road, Parkhouse Industrial Estate East, Newcastle Under Lyme, ST5 7RH