

# Heart of England Co-operative Society Application Form

The Society welcomes all applications and will assess them solely in terms of their suitability for the job. Please complete all sections necessary in the application form.

## About the Vacancy

**Position applied for**

(Please specify location)

.....

**Notice required to leave present employer**

.....

Please circle the type of job you require

**Full-time Part-time Temporary Permanent**

Please circle days you are available to work

**Mon Tue Wed Thu Fri Sat Sun**

What amount of hours would you be available to work each week

.....

If offered a position with the society would this be your only employment? Please circle.

**Yes No**

## Personal Information

**Title** Mr  Mrs  Miss  Other .....

**Full first and middle names**

.....

**Last name**

.....

**Address**

.....

.....

**Postcode**.....

**Email address**.....

**NI number**.....

**Telephone**

Daytime/Evening.....

Mobile.....

Do you have a valid driving licence? Please circle. **Yes No**

Are you in receipt of a pension? Please circle. **Yes No**

Do you have a student loan? Please circle. **Yes No**

Do you have any current driving endorsements? Please circle.

**Yes No** If yes please give details.....

Do you have any relatives or friends working for the Society.

**Yes No** If yes please give details.....

.....

# Education and Employment Information



## Education

Name of School/College	Qualification Title	Qualification Subject	Grade
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

## Employment History

Please give details of all jobs held in the last 5 years including part-time and unpaid work, starting with your current or most recent employer

Name & Address of Employer	From	To	Job Title	Reason for leaving
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

Please explain any periods of non-employment since finishing full-time education.

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## References



If you have had previous employment these must be your **last two employers**. Please note these **must not be members of your own family**.

<b>Name</b>	.....	<b>Name</b>	.....
<b>Address</b>	.....	<b>Address</b>	.....
<b>Company and Occupation</b>	.....	<b>Company and Occupation</b>	.....
<b>Relationship to you</b>	.....	<b>Relationship to you</b>	.....
<b>Contact number</b>	.....	<b>Contact number</b>	.....
<b>Email address</b>	.....	<b>Email address</b>	.....
Employment reference <input type="checkbox"/>	Personal reference <input type="checkbox"/>	Employment reference <input type="checkbox"/>	Personal reference <input type="checkbox"/>

## Criminal Convictions

If you have been convicted of a criminal offence please give details below. Spent convictions as defined by the Rehabilitation of Offenders Act 1974 can be excluded. The Society reserves the right to carry out criminal record checks. Ex-offenders will be considered on their merits.

<b>Date</b>	<b>Offence</b>
.....	.....
.....	.....
.....	.....

## Emergency Information

Please provide details of someone who can be contacted in the event of an emergency.

<b>Name</b> .....	<b>Postcode</b> .....
<b>Address</b> ..... .....	<b>Relationship</b> .....
	<b>Telephone</b>
	Daytime .....
	Evening .....
	Mobile .....

## Special Arrangements

If you consider yourself to have a disability for which we need to make special arrangements in order for you to attend an interview, please provide details.

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## Eligibility to Work in the UK

If you are invited to attend an interview with the Society you will be required to provide original documentation, together with copies, that prove your right to work in the UK eg. UK or EEA passport etc. as per notes on next page.



# To be Signed by all Applicants

## Data Protection

I agree, by virtue of signing this application form agreement, to the Heart of England Co-operative Society Limited processing such information as may be necessary provided that proper regard is given to such data protection principles as may be in force.

The employee consents to the following information being processed for the purposes set out below which includes sensitive personal data:

- Mental or physical health, including dates of absence from work and the reasons for the absences and accidents
- Matters relating to pregnancy and maternity/parental leave and time off for dependents
- Criminal convictions & prosecutions
- Race or ethnicity
- Qualifications
- Matters of discipline
- Pensionable pay or contributions
- Age and years of service
- Membership of recognised Trade Union
- Development reviews
- Next of kin and dependant information
- Due diligence requirements
- Photographic images for in-house use

This information may be processed for any of the following reasons:

- Payment of salary, pension, sickness benefit or other payments due under the contract of employment or legislation
- Monitoring absence or sickness, including reports, under an absence control or capability policy
- Training and development purposes
- Management planning
- Negotiations with trade union or staff representatives
- Redundancy and succession planning
- Compliance with equal opportunities policy
- Compliance with Disability Discrimination Act
- Compliance with Health and Safety legislation including accident reporting
- Parental and dependant leave
- Labour scheduling
- Labour turnover and other employment statistical reports

The above lists are not exhaustive and will be added to/amended as required from time to time. I understand and accept that the Society may need, on occasion, to divulge information to third parties in accordance with its Data Protection Notification, such information would include references about my employment. In accordance with the Data Protection Act 1998, your details will be kept by Heart of England Co-operative Society for the purpose of recruitment and selection. However, should you application be unsuccessful or should you decline an offer of employment your details may remain on file for a period of six months before being securely destroyed.

## Conditions of Appointment

1. I agree and accept that any offer of employment is subject to satisfactory references (which I give the Society my consent to obtain and which I understand will be confidential to the Society), a basic criminal records disclosure if required by the Society, a three month probationary period and that my employment can be terminated at any time within this period by the Society's independent decision.
2. I understand that all eligible employees aged 18 and under 65 years, shall automatically be entered into membership of the NOW Pension Fund unless written notice is received to the contrary.  
I therefore, authorise the Society to make deductions from my wages in accordance with the rules. Further, I agree to be bound by the rules of the Fund applicable to me (as from time to time amended).
3. I agree and accept that the rules and procedures contained in the Society's Employee Handbook form part of my terms and conditions of employment.
4. You have the statutory right to become or not to become, a Trade Union Member. The exercising of this right will not prejudice your employment.
5. Security: In the interest of security I agree to co-operate in any official search procedure that might take place from time to time.
6. I understand and agree that should any holiday pay be overpaid in advance at the time of my termination of employment, then the balance owing will be deducted from my salary monies. If such monies be insufficient then I will duly repay the amount owing.
7. I understand that the Society may need, if necessary, to audit its computer system and undertake monitoring and security surveillance to ensure that terms of the Contract of Employment, Policies and Procedures are not broken.

Validity: I declare that the information given on the Application Form is true to the best of my knowledge and belief, and I understand that if it is subsequently discovered that any statement is false, misleading or cannot be substantiated that I may be discharged from employment by the Society.

Signed: ..... Date: .....

## LIST 1 APPENDIX 1

### Applicants may provide one document from the following list:

- A passport showing that the holder is a British Citizen, or has a right of abode in the United Kingdom
- A national passport or identify card showing that the holder is a national of a European Economic Area country or Switzerland
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment

### Once you have checked one of these documents from the applicant there is no need to ask for any further documents contained in List 2.

## LIST 2

### As an alternative to one document from List 1, applicants may provide two documents from either the first combination or the second combination, as follows:

#### First Combination

- A. The document giving the persons permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency

- B. A full birth certificate issued in the United Kingdom, which included the named of the holder's parents; OR
- C. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
- D. A certificate of registration or naturalisation stating the holder is a British citizen; OR
- E. A letter issued by the Home Office to the Holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
- F. An immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
- G. A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work you are offering; OR
- H. An immigration Status Document issued by the Home Office to the Holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work you are offering.

If the applicant has not provided two documents from the First Combination, they must provide two documents from the Second Combination (see below).

#### Second Combination

- A. A work permit or other approval to take employment that has been issued by Work Permits UK
- B. A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; OR
- C. A letter issued by the Home Office to the Holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

# Equal Opportunities Monitoring Form

The Society is committed to the principle of equal opportunities and have active policies to avoid unfair discrimination. The Equal Opportunities Commission and the Commission for Racial Equality strongly recommend that such policies are monitored effectively and we fully support this. We would like to ask you a few questions, which will help us to monitor the operation of our **Equal Opportunity Policy**.

Any information given in this section will be held in strict confidence separately from your application form and will not be used in the selection process. We ask for your co-operation in completing this form. If you do not wish to complete a particular section of this form, leave it blank, but please ensure it is still returned.

**If you are sending/giving your application into your local store and do not wish this monitoring form to be included please send direct to: Whittle House, Foleshill Enterprise Park, Courtaulds Way, Coventry, CV6 5NX**

## Personal Information

**Name**

**Position applied for**

.....

**Date of Birth** .....

Gender. Please circle.

**Nationality** .....

**Male**    **Female**

**Place of Birth** .....

## Ethnicity

Which of the following most adequately describes your ethnic origin? Please circle.

**Asian**                      **British Asian**                      **Black**                      **Black British**                      **Chinese**

**Mixed race**                      **Other Ethnic group**                      **Prefer not to say**                      **White**

## Religion

To which of the following religions, bodies or belief systems, if any, do you belong or affiliate to? Please circle.

**Buddhist**

**Christian**

**Hindu**

(all denominations)

**Jewish**

**Muslim**

**None**

**Prefer not to say**

**Sikh**

**Other** (please state) .....

## Disability

The Disability Discrimination Act 1995 defines a 'disabled person' as a person with 'a physical or mental impairment, which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities'.

Would you consider yourself to be disabled? Please circle.

**Yes**    **No**