



Name	Position Applied for:

Address	Date of Birth:
Telephone numbers:	
Email:	

Secondary Education	Qualifications	Further Education	Qualifications

Other Training / Qualifications

Previous employment	Dates (most recent first)	Position

Skills relevant to the position you are applying for.

For driver only – do you hold a full UK driving licence?	Yes / No
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Do you have penalty points on your licence?	Yes / No
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If yes, please give details.

References – Please provide details of TWO referees to whom confidential enquiries may be made regarding your application. Referees **must not be members of your family or your partner.**

Name	Name
Relationship	Relationship
Address	Address
Telephone no.	Telephone no.
Email address	Email address

We welcome applications from people with disabilities. The Disability Discrimination Act defines disability as “any physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”.

Do you consider yourself to have a disability that falls within this definition?	Yes / No
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Is there anything about your disability that is relevant to this job?	Yes / No
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Would the provision of any aids or adaptations assist you in carrying out the duties of this job?	Yes / No
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If yes, please give details.

Is there anything we need to know about your disability in order to provide you with any help you may need for the interview e.g. accessible interview room?	Yes / No
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If yes, please give details.

Other Health Related Matters

How many days sickness have you had off work in the last two years?	
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Do you have any chronic illnesses that may affect your ability to carry out this job?	Yes / No
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If yes, please give details.

Declaration

I declare that the information set out in this Application Form is, to the best of my knowledge, true in all respects. I also give Furnistore permission to store this information by any means, for internal use, for summary analysis/reporting and also to use this information in any way to process this job application.

Signed

Date

Equal Opportunities Monitoring

Please return this part of the form in a separate sealed envelope marked “Private and Confidential”

Furnistore operates a policy of Equal Opportunity. To assist us in this policy, and for this reason only, applicants are asked to give details of their age, gender, ethnic origin and any disability. Your answers to these questions will help Furnistore keep fair selection for all. This part of the application is not part of the recruitment process.

Gender	Male	Female			
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Age	Under 25	25-34	35-44	45-54	55+	
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Ethnic Origin	Black	White	Asian	Mixed	Other (Please specify->)	
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Disability	The Disability Discrimination Act defines disability as “any physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day-to-day activities”. Do you consider yourself to have a disability that falls within this definition? If YES – please give details below.	Yes / No
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Rehabilitation of Offenders Act 1974.

Please note the following information:

The position for which you are applying involves access to children or vulnerable adults. It is therefore exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the exceptions order, and you are required to declare any convictions, cautions or bindovers you may have even if they would otherwise be regarded as “spent” under this Act. The information you give will be treated in strictest confidence and will only be taken into account in relation to this application.

In answering the following questions you must disclose details of all convictions and cautions, including “spent” convictions and bindovers.

Have you ever been convicted of a criminal offence?	Yes / No
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If yes, please give details.

Do you have any bindovers?	Yes / No
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If yes, please give details below.

Under government regulations, Furnistore is able, with your consent, to access records of criminal convictions. In the event of an offer of work, your written permission will be sought for this check to be undertaken with the Criminal Records Bureau and you will be required to complete an enhanced disclosure. **If you do not give your consent for this check to be made then it will not be possible to consider your application further.** As part of its checking procedure the Bureau will also check registers of persons found unsuitable to work with vulnerable people (Protection of Vulnerable Adults Register – POVA)

Signature

Print name

Date

THIS COMPLETED DECLARATION MUST BE RETURNED WITH YOUR APPLICATION FORMS.

Please mark the envelope “Private and Confidential” and ensure that you place the Equal Opportunities Monitoring information in a separate, sealed envelope with your application.

Thank you.

Please return the Application Form to:-

**Manager
Furnistore in East Surrey Ltd.,
Holmethorpe Industrial Est.
46 Holmethorpe Ave,
Redhill, Surrey.
RH1 2NL**

Application form can be downloaded from:- www.Furnistore.co.uk/docs/BlankJobApplication.pdf

