

**FOR OFFICE USE ONLY REF NO:**

**DATE REC:**

**INT DATE:**

# APPLICATION FORM

**SALES ASSISTANT**

# PART TIME / PERMANENT EDINBURGH BRANCH

**NAME:**

**CLOSING DATE: MONDAY 4 NOVEMBER 2019**

*Please Complete and return to:*

## Recruitment Gordons Chemists 1 Gracemount Drive, Midlothian, Edinburgh,

**EH16 6RR**

**Or email:** [**HR@gordons-chemists.com**](mailto:HR@gordons-chemists.com) **Tel: 028 4066 9000**

### Please complete this application form in block capitals and black ink

**PERSONAL INFORMATION**

**Surname Title**

### Forename (s) Date of Birth

### Home Address

………………………………………………………...................................................................................................

………………………………………………………...................................................................................................

Postcode: ……………………………

Tel No: ………………………………………………….. Mobile No: ………………………………………………….

**E-Mail Address:**

**Do you have a current Driving Licence? Will you have access to a car?**

**QUALIFICATIONS OBTAINED**

Please give details of qualifications gained at G.C.S.E/A level (or equivalent)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Name of Institution** | **Examinations Taken** | | | |
|  |  | **Subject** | **Date** | **Level** | **Grade** |
|  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## FURTHER EDUCATION AND PROFESSIONAL QUALIFICATIONS

Please give details of Colleges, Universities etc. attended, Qualifications Obtained

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Institution** | **Dates Attended** | **Course Taken** | **Qualification Obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## EMPLOYMENT HISTORY

Please detail your employment history starting with your current or most recent employer. Please explain any gaps in your employment history.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company name & Address** | **Position held** | **From** | **To** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Selection Criteria/Further Information

Please clearly provide details of how you meet the essential and desirable criteria for this role. This information will be used as part of the short-listing process and it is your responsibility to provide sufficient details as the shortlisting panel will not make assumptions. If putting forward an equivalent qualification, clearly detail type and how equivalency has been justified.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

Have you previously worked for Gordons Chemists? **Yes / No**

Have you previously applied for a vacancy with Gordons Chemists? **Yes / No**

Are you registered disabled? **Yes / No**

If you are invited to interview are there any adjustments that you require?

……………………………………………………………………………………………………………………………..

Do you need a work permit / visa to work in this country? **Yes / No**

If yes please provide details including any limitations / conditions on the work permit.

………………………………………………………………………………………………………………………..

Where did you hear about this vacancy?

(Newspaper, Job Centre, Website, In Store, Word of Mouth, Other etc.)

………………………………………………………………………………………………………………………..

## CONVICTIONS

Have you been convicted of any driving offences? **Yes / No** Are you facing any criminal prosecutions? **Yes / No** Have you received a caution in the last 5 years? **Yes / No**

Have you been convicted of any criminal offences which are not yet spent under the rehabilitation of Offenders Act, 1974? **Yes / No**

If ‘**Yes’** to the questions above, please provide further details:

………………………………………………………………………………………………………………………..

## REFEREES

Please supply two referees who may be contacted to provide a reference. For example a previous employer, please note they should not be a relative.

Name …………………………………………………..

Address ………………………………………………..

………………………………………………………..... Tel No .………………………………………………… Relationship to you …………………………………… Email address………………………………………….

Name …………………………………………………..

Address ………………………………………………..

………………………………………………………..... Tel No ….……………………………………………… Relationship to you …………………………………… Email address………………………………………….

Information that you give will be treated confidentially and no job reference will be sought from your present or past employers prior to offer being accepted by you.

## DECLARATION

I declare that to the best of my knowledge the information on this form is correct and can be treated as part of any subsequent contract of employment. Failure to complete the application form/application form not arriving before the set closing date may result in my application not being shortlisted for interview and failure to disclose information or provide deliberate false information may result in disciplinary action being taken against you.

By completing and signing this application form including monitoring form, you are providing consent for Gordons Chemists to hold your personal data on file for the purpose of recruitment and compliance with our statutory obligations. For more information on how we use your data, please refer to our Privacy Notice on our website [www.gordonsdirect.com.](http://www.gordonsdirect.com/)

### Applicants Signature Date