



**R E Dawson Ltd.**

54-56 King Street, Clitheroe,  
Lancashire. BB7 2EU.

Telephone: (01200) 425151

Facsimile: (01200) 429479

[www.dawsonsdepartmentstore.co.uk](http://www.dawsonsdepartmentstore.co.uk)

# Employment Application

Please ensure all necessary fields are completed.

Position Applying For .....

## Personal Details

Name .....

Address .....

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Home Telephone .....

Work Telephone .....

Mobile .....

Email .....

**Health** Applications from disabled candidates are welcomed and the organisation will make every effort to ensure a fair selection process.

Please describe below any reasonable adjustments you feel should be made which would enable you to attend an interview.

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Please describe below any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job duties.

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**Employment History**

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.

Please continue on a separate page if necessary.

Name and full address of employer, and nature of business.	Job Titles(s); key responsibilities, and key achievements.	Reason for leaving, and date of leaving.

**Educational,  
Technical, and  
Professional  
Qualifications**

Please name any qualifications and the awarding institute or professional body in full and include attainment level specifying relevant grades or grade of membership.

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**Personal  
Development**

Please include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable. Please continue on a separate sheet if necessary.

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**Other Skills**

Please include any other skills you have, including levels of competence. (e.g. Computer literacy)

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**Other Information**

How/where did you learn of this vacancy?

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Have you made an application to this company before?

Yes     No

If yes, please give details.

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Are you currently eligible for employment in the UK?

Yes     No

Please state what documentation you can provide to demonstrate this, e.g. British passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK.

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Have you ever been convicted of a criminal offence?

Yes     No

If yes, please give details. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended.)

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**References** Please provide the names of two people who can provide references – one of whom should preferably be your current/most recent employer.

1. Name .....

Address .....

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Contact Number .....

Email .....

Occupation .....

2. Name .....

Address .....

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Contact Number .....

Email .....

Occupation .....

**I give / do not give** permission to take up my reference prior to an offer of employment being made.  
(Please delete as appropriate)

**Data Protection Statement** The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.  
If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  
We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  
By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner.

**We'd Like To Know More About You**

Please describe your skills, qualities and experience which you believe are relevant to the role you have applied for (continue overleaf if necessary).

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**Application For Employment**

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. Where the application is successful the organisation may, from time to time, wish to process this information (as updated periodically) for personnel and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Act 1998. Please also note that the organisation may approach third parties to verify the information that you have given. By signing this form you will be providing the organisation with your consent to all these uses.

**Declaration**

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the Company as satisfactory.

Signed .....

Date .....

On completion, please return this form to: **RE Dawson Ltd, 54-56 King Street, Clitheroe, BB7 2EU.**