

**J.G.Windows Ltd**  
 Central Arcade, Newcastle upon Tyne, NE1 5BP  
 T: 0191 2321356, F: 0191 2612166

**CONFIDENTIAL**

# APPLICATION FOR EMPLOYMENT

(Please complete in *handwriting* and tick where appropriate)

Post Applied For and which store	
Where did you hear of this vacancy?	

**About You**

Title		First/Forename(s)	
Surname		Maiden name	
Address			
		Post Code	
Telephone Number		Date of Birth	
Age		Male/Female	
Do you hold a current driving licence?	Yes		No
If yes, please give details of any endorsements/disqualifications			
Email Address:			
Are you available for full time, part time or both?			
Are you available to work on Sundays?			

**About your skills**

Please list any musical instruments you play, any grades and any other information about your playing ability:		
Instrument	Grade / Level	Other information

Please state your level/proficiency with examples for the following:	
Music Software / Music Technology Products and knowledge	
General Computer Skills (eg Word Processing/Spreadsheets/email)	

**About Your Work History**

Please start with your most recent employer/work experience			
Employers Name and Address of Business	Dates From/ To	Position/Job Title	Responsibilities
Notice required by current employer			
Salary			
Reason for Leaving			
Holiday Commitments this Year			

Employers Name and Address of Business	Dates From/ To	Position / Job Title	Responsibilities
Notice required by current employer			
Salary			
Reason for Leaving			

Employers Name and Address of Business	Dates From/ To	Position / Job Title	Responsibilities
Notice required by current employer			
Salary			
Reason for Leaving			

**About Your Education**

Please start with your most recent School/College/University			
Name of School/College/University	Years From/To	Subjects Studied	Award
Name of School/College/University	Years From/To	Subjects Studied	
Name of School/College/University	Years From/To	Subjects Studied	

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**About Your Experience**

	<p>Please give details of your retail and sales experience:</p>   
	<p>Please give details of your customer service experience:</p>   
	<p>Please give details of any specific or specialist <i>musical</i> knowledge &amp; interests you have:</p>   

**About Your Application**

	<p>What do you know about J.G. Windows Ltd?</p>   		
	<p>Why do you want to work for J.G.Windows Ltd?</p>   		
	<p>Why do you think you are suitable for the position?</p>   		
	<p>Have you previously applied for a position with Windows?</p>	<p>Yes</p>	<p>No</p>
	<p>If Yes, please give details</p>   		

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**About Your Interests**

Please give details of main interests and hobbies

**Additional Information**

Please give any other relevant information with respect to your personal qualities & experience

**Referees**

Please give the Names and Addresses of two referees, one of whom should be your present/last employer or school tutor. We reserve the right to contact past employers.			
1. Name		2. Name	
Title		Title	
Address		Address	

## HEALTH

Do you have any mental or physical disability	Yes		No	
If Yes, please give details				
What adjustments (if any) need to be made to the working environment to accommodate your disability?				
Please give details of all absences from work in the last 12 months				

## CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If note please state:

## DATA PROTECTION NOTIFICATION

**(Please read this carefully before signing this application)**

The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.
<b>AUTHORISATION:</b> I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.
Signed:..... Date: .....

I confirm that the above information is correct. I understand that misleading statements may be sufficient grounds for canceling any agreements made.
Signed:..... Date: .....

I also confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce one of the following documents from the list below:-

- a UK passport
- an EU passport or national identity card
- a UK residence permit issued by the Home Office
  - an application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment

or two from the following:-

- an official document bearing a national insurance number along with:-
  - a birth certificate, or
  - a letter from the Home Office, or
  - an immigration status document
- a work permit, along with:-
  - a passport, or
  - a letter from the Home Office

In either case, these must confirm the holder has permission to enter or remain in the UK and take the work permit employment in question.

**Signed** ..... **Date** .....