



# Application Form

NAME \_\_\_\_\_

N.I. NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

DAYTIME TEL. \_\_\_\_\_

\_\_\_\_\_

HOME TEL. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## POSITION(S) APPLIED FOR

Department/  
Job title \_\_\_\_\_

## WORKING ARRANGEMENTS – PLEASE MARK ONE OF THE BOXES ON BOTH LINES

Permanent  Fixed term  Full-time  Part-time

## PLEASE OUTLINE YOUR EDUCATION AND QUALIFICATIONS BELOW:

Qualifications	Educational Establishment	Grade	Date

**PLEASE OUTLINE YOUR WORK EXPERIENCE BELOW:**

Employer Name	Job Title	Key Responsibilities	Dates From/to	Reasons For Leaving

**WHAT IS IT ABOUT WORKING FOR WATERSTONE'S THAT INTERESTS YOU?**

**DESCRIBE A TIME WHEN YOU COMPLETED A TASK THAT MET EXPECTATIONS**

**DESCRIBE A TIME WHEN YOU WERE PART OF A SUCCESSFUL TEAM.  
WHAT WAS YOUR CONTRIBUTION TO THE TEAM'S SUCCESS?**

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**HAVE YOU WORKED FOR WATERSTONE'S BEFORE?  
YES/NO**

If yes, please provide details:

Branch(es)/ Department	Position(s) held and reasons for leaving	Dates From/to

**DO YOU KNOW ANYONE THAT CURRENTLY WORKS FOR WATERSTONE'S?  
YES/NO**

If yes, please provide details:

Name(s)	Locations(s)	

**WHAT ARE YOUR HOBBIES AND INTERESTS?**

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**CRIMINAL CONVICTIONS**

Do you have any criminal convictions that are not “spent” under the Rehabilitation of Offenders Act 1974? Please delete as applicable.

**YES / NO**

If yes, please provide details:

**PLEASE SUPPLY THE NAME OF 2 REFEREES WHO WE CAN APPROACH IF WE OFFER YOU A JOB. WE WILL NOT APPROACH THEM WITHOUT YOUR AGREEMENT. ONE REFEREE SHOULD BE YOUR CURRENT/PREVIOUS EMPLOYER, OR YOUR SCHOOL/UNIVERSITY IF THIS WOULD BE YOUR FIRST JOB. THE SECOND SHOULD BE A PREVIOUS EMPLOYER OR SCHOOL/UNIVERSITY.**

Referee’s Name	Title	Address

**DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY AS DEFINED BY THE DISABILITY DISCRIMINATION ACT 1995?**

If so, please set out any adjustments the company might need to make:

*I acknowledge that the Company may process data which relates to me during the course of my employment in order to carry out their functions as my employer. I agree that the Company may record and hold such data and make it available to third parties in the ordinary course of these functions. I understand that the Company, and any such third party, comply with the principles of the Data Protection Act 1998.*

**PLEASE PRINT YOUR NAME**

**POSTION YOU HAVE APPLIED FOR**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

# Recruitment Monitoring Information

## STRICTLY CONFIDENTIAL

Both the Equal opportunities Commission and the Commission for Racial Equality recommend that employers should regularly monitor the effect of their Equal opportunities Policy.

Waterstone's support this recommendation. We hope that you will assist us in monitoring our recruitment process by completing this section and returning it with your application form. This information will be separated from your application form and will not be considered as part of the recruitment process.

<b>PLEASE TICK AS APPLICABLE</b>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<b>GENDER</b>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
<b>MARITAL STATUS</b>	Married / Civil Partnership	<input type="checkbox"/>	Single	<input type="checkbox"/>
	Divorced	<input type="checkbox"/>	Widowed	<input type="checkbox"/>
<b>DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>ETHNIC GROUP</b>	White British	<input type="checkbox"/>	Asian/Asian British Indian	<input type="checkbox"/>
	White Irish	<input type="checkbox"/>	Asian/Asian British Pakistani	<input type="checkbox"/>
	White Other	<input type="checkbox"/>	Asian/Asian British Bangladeshi	<input type="checkbox"/>
	Black/Black British Caribbean	<input type="checkbox"/>	Other Asian Background	<input type="checkbox"/>
	Black/Black British African	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
	Black/Black British Other	<input type="checkbox"/>	Other	<input type="checkbox"/>
	Mixed White & Black Caribbean	<input type="checkbox"/>	Mixed White & Asian	<input type="checkbox"/>
	Mixed White & Black African	<input type="checkbox"/>	Mixed Other	<input type="checkbox"/>