

**APPLICATION FORM**

Thank you for applying for a position with our Society. All applications will be treated in the strictest confidence. Please complete **all sections** using **BLOCK CAPITALS**

**VACANCY INFORMATION**

Position applied for: How did you hear about this vacancy?

Location of Vacancy: Have you worked for the Society before?

 If so when & where?

**PERSONAL DETAILS**

Surname: Mr/Mrs/Miss/Ms (delete as appropriate)

Forename:  Previous Surname:

Address:  Tel No. Home:

\_ Tel No. Work:

Post Code:  Mobile No:

Email Address:  National Insurance Number:

Are you over 18? YES/NO **If No** please enter your Date of Birth:

Do you hold a full current driving licence? YES/NO

Do you have any endorsements on your licence? (If yes please give details)

Do you have proof of your entitlement to work in the UK? YES/NO

All applicants who are successful for interview will be required to present their original documents to prove their eligibility to work and provide a photocopy of the original documents that the Society will retain.

**Criminal/Civil Convictions**

Please give details of any criminal or civil convictions which are not spent under the Rehabilitation of Offenders Act 1974. **If none, please state none**.

Should you be successful in obtaining employment with the Society you are required to keep us up to date with any future criminal or civil convictions.

**Emergency Contact Details**

Name:

Address:

Tel No.

Relationship:

If any of your relatives are employed by either Scotmid or Semichem please state their name, place of work and their relationship to you:

**Your Education**

Please give details of the school/college/university you attended or are attending starting with the most recent.

**Location**

**Dates**

**Qualifications**

**Professional Qualifications, Membership or other training relevant to your application**

**Do you hold any of the following certificates?**

YES/NO

Fork Lift Licence

Date Achieved:

YES/NO

Basic Food Hygiene

Date Achieved:

YES/NO

Personal Licence Holder

YES/NO

HGV Licence

**About You**

**Why do you want to work for us?**

**What do you think the job you have applied for involves?**

**What is your proudest achievement during your education or at work so far?**

**What does good customer service mean to you?**

**How would your friends or colleagues describe you?**

**Employment Details**

Please record your employment details **starting** with your present or most recent employer and include any previous employment with either Scotmid or Semichem.

Responsibilities

Salary

Reason for Leaving

Dates

Position

Held

Employers Name, Address & Telephone Number

From

To

**Please give details for any breaks in employment**

**Notice Period & References**

**Notice Period:** If your application is successful when would you be able to start work?

**Employment References**

The Society will ask your current employer or previous employer for references. These will not normally be taken up until you have accepted our offer of employment. **Employment is subject to receipt of satisfactory references**

**Previous Employer**

Name:

Address:

Tel No.

Position:

**Current Employer**

Name:

Address:

Tel No.

Position:

**If you have no previous employment** please provide details of **TWO** Character references that we may contact who are not related to you (e.g. School Teacher, Course Leader, Minister etc)

**Your Availability**

**No restriction on days or times**(please tick if you can work any hours available)

**Sat**

**Fri**

**Thu**

**Wed**

**Tue**

**Mon**

**Sun**

Earliest Start Time

Latest Finish Time

**How many hours per week approximately are you looking to work?**

Under 16 hours

16-20 hours

25 - 30 hours

30 hours plus

**Uniform Size**

XXL

XL

Large

Medium

Small

XS

**Top**

Long

Medium

Short

Length

Waist

**Trousers**

**I certify that the information contained on this application form is correct and acknowledge that any falsification may be the cause for refusal or termination of my employment .**

**I agree to the Society requesting references from my most recent & past employers or persons specified & understand that employment is subject to the receipt of satisfactory references.**

**The Society may, depending on job role, access publicly available information to verify your identity, address details provided are accurate, credit rating indicator, salary arrestment’s or known alias (s) to protect the Society and its assets if an offer of employment is to be made. The checks carried out will not have an impact on your credit rating status.**

**Signature**: **Date**:

**Should you be required to attend interview you will be contacted within three weeks. If you have not been contacted within this time your application has been unsuccessful on this occasion.**

**Further Information**

If applying for a Customer Service or Sales Assistant position please return your completed application form to the Store advertising the vacancy.

If applying for a management or head office role please return your completed application form to The Recruitment Team, Scotmid, Hillwood House, 2 Harvest Drive, Newbridge EH28 8QJ.

## DIVERISTY MONITOR

## Question 1 – Ethnicity

What is your ethnic group?

(Please tick [**🗸**] the appropriate box to indicate your cultural background)

|  |  |
| --- | --- |
| **A** | **White** |

|  |  |  |  |
| --- | --- | --- | --- |
| Scottish |  |  |  |
|  |  |  |
| English |  |  |  |
|  |  |  |
| Irish |  |  |  |
|  |  |  |
| Welsh |  |  |  |
|  |  |  |
| Any other White background |  |
|  |  |  | Please write in |

|  |  |
| --- | --- |
| **B** | **Asian, Asian Scottish or Asian British** |

|  |  |  |  |
| --- | --- | --- | --- |
| Indian |  |  |  |
|  |  |  |
| Pakistani |  |  |  |
|  |  |  |
| Bangladeshi |  |  |  |
|  |  |  |
| Chinese |  |  |  |
|  |  |  |
| Any other Asian background |  |
|  |  |  | Please write in |

|  |  |
| --- | --- |
| **C** | **Black, Black Scottish or Black British** |

|  |  |  |  |
| --- | --- | --- | --- |
| Caribbean |  |  |  |
|  |  |  |
| African |  |  |  |
|  |  |  |
| Any other Black background |  |
|  |  |  | Please write in |

|  |  |
| --- | --- |
| **D** | **Mixed** |

|  |  |
| --- | --- |
| Any Mixed background |  |
|  |  |  | Please write in |

|  |  |
| --- | --- |
| **E** | **Other ethnic background** |

|  |  |
| --- | --- |
| Any other background |  |
|  |  |  | Please write in |

## Question 2 – Religion

What is your religion?

(Please tick [**🗸**] the appropriate box to indicate your religion)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A | None |  |  |  |
|  |  |  |
| **B** | Christian |  |  |  |
|  | (including Church of Scotland, Roman Catholic, Protestant and all other Christian denominations) |
|  |  |  |
| **C** | Buddhist |  |  |  |
|  |  |  |
| **D** | Hindu |  |  |  |
|  |  |  |
| **E** | Jewish |  |  |  |
|  |  |  |
| **F** | Muslim |  |  |  |
|  |  |  |
| **G** | Sikh |  |  |  |
|  |  |  |
| **H** | Any other religion |  |
|  |  |  | Please write in |

**Question 3 – Disability**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** |  | **No** |
| Do you have a disability? |  |  |  |