



APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

COMPLETED APPLICATION FORMS TO BE RETURNED TO:

Personnel, Neal's Yard Remedies, Peacemarsh, Gillingham, SP8 4EU

Fax (01747) 834601; Email: jobs@nealsyardremedies.com

Application for the post of? (Please include Ref. No.)	
Where did you see this post advertised?	

Personal Details

Surname	Preferred Title (Mr/Mrs/Miss/Ms/Other)
Forename(s)	Daytime Contact Telephone number
Address (including post code)	E-mail Address
Do you need a work permit for permanent employment in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, do you have one? YES <input type="checkbox"/> NO <input type="checkbox"/>	National Insurance No.

Should you be invited to attend an interview, you will be required to provide documentary proof of your National Insurance Number, or your right to work in the UK.

Employment History

Present / Most recent employment

Name & address of employer		
Position held		
From	To	Notice Required
Basic salary/wage		Other allowances
Reason for leaving		
Key responsibilities and/or achievements: 1. 2. 3.		

Previous Employment

Please provide details of all your work experience including previous posts with your present employer, unpaid work, voluntary work, casual work or study. Please start with details of your most recent job but do not include the job you have already described above.

Name & Full Address of Employer	Dates of Employment		Position held & main responsibilities – giving salary if known	Reason for leaving
	From	To		

Please continue on a separate sheet if necessary

Please give details relating to any gaps in your employment history

Education

Please give brief details of your education. Please enter most recent first.

Dates		School, College, University, etc	Qualifications obtained with subjects and grades
From	To		

Please continue on a separate sheet if necessary

Training

Please provide details of all training and development undertaken relevant to this post.

Course/Training	Awarding body	Date

Please continue on a separate sheet if necessary

Membership of Professional Bodies

Body	Type of Membership	Date Obtained

Experience/Relevant skills/Additional Information

This section allows you to demonstrate your suitability for the post. Please state how you meet all the requirements for the job as set out in the person specification for this post, drawing on all aspects of your experience and education, including paid or unpaid employment, voluntary work and home responsibilities.

Please continue on **ONE** additional sheet if necessary

Health Declaration

What absences from work through sickness have you had in the last 2 years?

Total days absent Number of absences

If, total days absent is more than 10 days, please provide reason for absence.....

Disability Discrimination Act 1995

Do you believe you have a disability that would require us to make reasonable adjustments to enable you to attend for interview or do the job?

YES NO

If so, what adaptations do you think would be needed?

Rehabilitation of Offenders Act 1974

Do you have any convictions not spent under the Rehabilitation of Offenders Act 1974?

YES NO

If the answer is yes, please give full details:

References

Please provide the names and addresses of your last two employers. If you are in education or have recently left, one of these may be a School/College/University tutor or lecturer. We will ask these referrers to provide an assessment of your suitability for this post.

<p>Name</p> <p>Position Held</p> <p>Address</p> <p>Tel No</p> <p>Do you give your permission for us to contact this referee if you are invited for an interview? YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>Name</p> <p>Position Held</p> <p>Address</p> <p>Tel No</p> <p>Do you give your permission for us to contact this referee if you invited for an interview? YES <input type="checkbox"/> NO <input type="checkbox"/></p>
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Equal Opportunities Policy Statement

Neal's Yard Remedies is fully committed to the development of policies to promote equal opportunity employment. The company's equal opportunity policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital/parental status, disability, colour, religion, race, nationality, ethnic or national origin, age or sexual orientation.

Potential job sharers are welcome.

Do you wish to apply for this job on a job share basis? YES NO

If unsuccessful in this application, do you give your permission for your completed application form to be stored on file for 6 months in case other suitable positions arise? YES NO

DECLARATION

I declare that that this application form has been completed by me and all the information I have given is accurate and complete to the best of my knowledge. I accept that if I have given any information which I know is false or if I withhold any relevant information it may lead to my application being rejected or if I have been appointed to my dismissal.

I consent that under the Data Protection Act 1998 the information contained in this **application form** may be processed by Neal's Yard Remedies who will ensure the information will be stored on a computer fairly and lawfully and will not be disclosed to any person/s for any other purposes.

I give my permission for Neal's Yard Remedies to process and retain information about me contained in this form in accordance with the Data Protection Act 1998.

Signed

Dated