



APPLICATION FORM

WILTON BRADLEY LTD IS AN EQUAL OPPORTUNITIES EMPLOYER

Wilton Bradley Ltd provides equal opportunities for all job applicants and employees. We work in an environment where each individual is treated in the same way regardless of his or her religious beliefs, political opinion, race, sex, marital status, ethnic origin, sexual orientation, disability or age. Equally, promotion and training opportunities are entirely based on an employee's ability and job performance.

Please complete this form fully in block capital letters using black ink. Where an asterisk (*) is shown, delete the information, which does not apply to you.

Source of Application:

Which role are you applying for?

| | |
|--|--|
| Days available for work* Sun/Mon/Tues/Weds/Thurs/Fri/Sat Permanent/temporary* | Are you able to work shifts? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Are you able to work full time? Yes <input type="checkbox"/> No <input type="checkbox"/> |

ABOUT YOU

| | |
|----------------------------------|--|
| Surname: | Forenames: |
| Title: Mr / Mrs / Miss / Ms / Dr | Date of Application: |
| Your Full Postal Address: | Your home telephone number (including dialing code): |
| | Your work telephone number if appropriate: |
| Post Code: | Your email address: |
| | Your mobile telephone number: |

Are you legally entitled to work in the UK? Yes No
In line with the Asylum and Immigration Act 1996 we have to ask you for proof of your eligibility to work in the UK. Therefore, if you are invited to an interview, please bring along documentary evidence of your right to work in the UK ¹.

| | | |
|---|------------------------------|-----------------------------|
| Do you have a current full driving license? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are you a car owner? | <input type="checkbox"/> | <input type="checkbox"/> |
| If you answer 'no' to either of the above, please state how you intend to get to work: | | |
| Do you have any endorsements or points on your license? If yes, how many? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you any prosecutions pending which may affect your driving license? If yes please give details: | <input type="checkbox"/> | <input type="checkbox"/> |

Do any of your friends or relatives work for Wilton Bradley Ltd or This Is It? Yes No
If yes, please give the name of the individual and where they work.

If offered this position do you intend to work in any other capacity? Yes No
If yes, please provide details

If you have lived at your current address for less than 5 years please give details of your previous address:

¹ Appropriate documentary evidence would be: a current UK passport or a current passport issued by a member of the European Economic Area or a current passport issued by a non EEA country which contains a stamp/travel or residence document/visa. If you are unable to provide one of the aforementioned documents you must provide a document which contains your NI number i.e. P45, P60, NI card and a full UK Birth Certificate which names your parents or a Birth Certificate issued in the Channel Islands, Isle of Man or Ireland, or a certificate of registration or naturalisation as a British citizen, or a letter issued by the Home Office stating that you have been given indefinite leave to enter or remain in the UK, and are entitled to take the employment in question.

Have you ever been convicted of a criminal offence? (You do not have to declare any offence deemed as spent under the Rehabilitation of Offenders Act 1974). Yes No

If yes, please give details:

Would you be willing to undergo a Criminal Records Bureau check? Yes No

Have you any court appearances or alleged criminal offences outstanding or pending at the time of your application? Yes No

If yes, please give details:

ABOUT YOUR EDUCATION

| | | | |
|--|---|--------------------|------------------|
| Please detail the names and addresses of schools, colleges and Universities attended since age eleven. | Please give details of examinations passed and qualifications obtained with grades. | Dates Attended | |
| | | From Month Year | To Month Year |
| If you have attended any additional courses/training or gained additional skills (including membership of professional bodies) please detail them below (including names and addresses). | | Dates Attended | |
| | | From Month Year | To Month Year |

Do you have a recent fork-lift license? Yes No

Are you physically fit? Yes No

ABOUT YOUR WORK EXPERIENCE

Starting with your most recent employer and working backwards, please give details of your previous jobs (continuing on a separate sheet if necessary).

| | | |
|--|---|---|
| Current/Last employer: Full Postal Address: | | Please detail your specific dates of employment including date, month and year: From: To: |
| Telephone Number: Nature of Business: | | |
| Duties/Responsibilities: | | |
| Job Title: | Reason for leaving: | Please give us the name and position of your immediate manager: |
| Final Salary: | <input type="checkbox"/> Resignation | |
| Regular bonus: | <input type="checkbox"/> Redundancy | |
| Commission/ Overtime: | <input type="checkbox"/> Dismissal <input type="checkbox"/> End of Fixed Term Contract | |
| If you wish to resign from your current position, please tell us why: | | |
| Previous employer: Full Postal Address: | | Please detail your specific dates of employment including date, month and year: From: To: |
| Telephone Number: Nature of Business: | | |
| Duties/Responsibilities: | | |
| Job Title: | Reason for leaving: | Please give us the name and position of your immediate manager: |
| Final Salary: | <input type="checkbox"/> Resignation | |
| Regular bonus: | <input type="checkbox"/> Redundancy | |
| Commission/ Overtime: | <input type="checkbox"/> Dismissal <input type="checkbox"/> End of Fixed Term Contract | |
| Previous employer: Full Postal Address: | | Please detail your specific dates of employment including date, month and year: From: To: |
| Telephone Number: Nature of Business: | | |
| Duties/Responsibilities: | | |
| Job Title: | Reason for leaving: | Please give us the name and position of your immediate manager: |
| Final Salary: | <input type="checkbox"/> Resignation | |
| Regular bonus: | <input type="checkbox"/> Redundancy | |
| Commission/ Overtime: | <input type="checkbox"/> Dismissal <input type="checkbox"/> End of Fixed Term Contract | |
| What length of notice do you have to give to your present employer? | | |
| If you have ever been dismissed from any type of employment please explain the circumstances here: | | |

If at any point since leaving school you have not held a job, have been studying or are returning to work following a break, please tell us what you have been doing.

Please give details of your hobbies and interests:

Have you applied to, or worked for Wilton Bradley Ltd before?

| | Yes | No |
|---------|--------------------------|--------------------------|
| Applied | <input type="checkbox"/> | <input type="checkbox"/> |
| Worked | <input type="checkbox"/> | <input type="checkbox"/> |

If yes, please give us some more details:

Please list the dates of any holidays already arranged:

Please detail any additional information in support of your application:

This is how we will use this application form during the recruitment process and in the event that you are offered a position within the Company, this form will be kept, along with your terms and conditions of employment; training checklists; appraisals; references; absence records; disciplinary discussions and any other documents relating to your employment. Your personal data (and computerised record thereof) may be accessed by the Human Resource Department; Payroll Department; your managers and senior members of management and external administration organisations. Your data will be used for the purpose of the commencement, the continuation, the adherence to, and the termination of your contract of employment; providing and obtaining references; disciplinary issues and investigations. In the event that you are unsuccessful, this form will be retained for one year and subsequently disposed of confidentially. Should you leave the Company, we may, upon request, supply references in respect of your employment history, including your sickness record, to future employers.

Please sign to confirm your consent to this processing: _____

Print Name: _____

Please check all the answers you have given on this application form and read the statement below carefully before signing it.

I understand that any offer of employment by Wilton Bradley Ltd is subject to receipt of references acceptable to the Company, for which purpose the Company reserves the right to contact any of my previous employers for the purpose of obtaining references.

I confirm that I have completed this application form fully, accurately and truthfully. I further understand that the Company will rely on what I have told it, when making an offer of employment to me, and that any untruth or mis-statement in any of the above sections, or in any job interview, will result in the immediate withdrawal of any job offer, or the immediate and summary termination of any employment I may have accepted. I appreciate that if I have started employment, the company will have incurred costs in relation to my training programme, and I agree to reimburse that cost in full to the company, if my employment is terminated, or I choose to terminate it, in these circumstances. I agree that such costs may be deducted in full from any money that may otherwise be due to me at the time of termination.

Applicant's Signature: _____ Date: _____

Office Use Only

Interviewer's Signature: _____ Date: _____

Once completed, please return your application form to The Human Resource Department, 8 Wentworth Road, Heathfield, Newton Abbot, Devon, TQ12 6TL