

Commercial Street
Halifax HX1 1LJ
Telephone 01422 331188
Fax 01422 348933

CONFIDENTIAL

PERSONAL DETAILS

Surname (Please print):		Forenames:	
Title:		Previous surname(s):	
Permanent Address:			
Home telephone No:		Work telephone No:	
		Mobile telephone No.	
Email Address			
Position applied for:		Work days/hours available to work:	

EDUCATION

Dates:		Secondary Education/ School attended:	Subjects & examination results:
From:	To:		
		Further Education:	Subjects studied inc. qualifications

EMPLOYMENT

Dates: From: To:		Name and Address of Employer:	Job Title and Duties:	Salary: Start: Finish:		Reason for Leaving

REFERENCES

Please give the names and addresses of two persons from whom we may obtain references (not members of your family). NOTE: no approach will be made to present employers without your prior permission.

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GENERAL INFORMATION

Please detail any other employment you would wish to continue whilst in our employ:

Why would you like to work at Harveys?

How did you hear of this vacancy?

When would you be available to commence working at Harveys?

What are your main interests and hobbies outside work?

Please note any criminal convictions except those deemed to have been spent (Declaration subject to the Rehabilitation of Offenders Act):

Do you need a Work Permit to work in the U.K.?

MEDICAL HISTORY

Are there any disabilities which may affect your application?

If so, describe disabilities and

(a) any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application.

(b) any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job.

ADDITIONAL INFORMATION

Please give any additional information you consider relevant to support your application:

EQUALITY POLICY

Harveys of Halifax is committed to eliminating discrimination and encouraging diversity within the Company. Our aim is that our staff will be truly representative of all sections of society and each employee feels respected and able to give of their best.

To that end, our policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexuality, religion or age. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and their talents and resources will be fully utilised to maximise the efficiency of the organisation.

DECLARATION

I confirm that the information given above is complete and correct. I understand that any false or misleading information may be sufficient cause for rejection, or, if employed, dismissal.

Signed.....

Date.....

FOR HARVEYS USE

Notes:

Application ack'd date:

First Interview date:

Second Interview date:

Manager Interview date:

References rec'd dates: 1

Offer/reject letter date:

Acceptance rec'd date:

Start Date:

New file/Dead file:

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RECRUITMENT MONITORING FORM (CONFIDENTIAL)

Harveys of Halifax is committed to equality of opportunity in employment. In order to ensure the effectiveness of our Equality Policy, all applicants are asked to provide the following information. Any information given will be treated in the strictest confidence, and will be used solely for the purpose of monitoring.

THIS QUESTIONNAIRE WILL BE SEPARATED FROM THE REST OF THE APPLICATION FORM IMMEDIATELY ON RECEIPT BY THE HUMAN RESOURCES DEPARTMENT BEFORE ANY CONSIDERATION OF CANDIDATES OCCURS

1. NAME:
2. POST APPLIED FOR:
3. DATE OF BIRTH:

Please tick the appropriate box

3. GENDER: Male Female

4. ETHNIC ORIGIN* I would describe my ethnic origin as:

(a) **WHITE**
British Irish

Any other white background (please specify):

(b) **MIXED**
White & Black Caribbean White & Black African White & Asian

Any other mixed background (please specify):

(c) **ASIAN OR ASIAN BRITISH**
Indian Pakistani Bangladeshi

Any other Asian background (please specify):

(d) **BLACK OR BLACK BRITISH**
Caribbean African

Any other black background (please specify)

(e) **CHINESE OR OTHER ETHNIC GROUP**
Chinese Other

5. **RELIGION:** If applicable, please state your religion

* Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated.

Signed:

Date: