

SHAWS DEPARTMENT STORES

Staff Application Form

Please complete in BLOCK CAPITALS.

First Name: **Surname:**

Home Address:

..... **Email:**

Home Phone: **Mobile Phone:**

PPS Number:

Are you an Irish/UK citizen or do you hold an EEA Passport? Yes No

(The EEA comprises the countries of the EU plus Norway, Iceland & Liechtenstein.)

Are you Under 16? Yes No

Over 65? Yes No

Are you currently attending school or college? Yes No

Would you like to work: Full Time Hours Part Time Hours

Are you available to work any day, Monday to Sunday? Yes No

If no, please detail

If seeking full time hours:

Will you only accept a full time position? Yes No

EDUCATION

School / College	Years		Examinations Taken	Results
	From	To		
Secondary				
Third Level				
Other				

PRESENT AND PREVIOUS EMPLOYMENT DETAILS

List present/most recent employment first. All previous employment, since leaving full-time education, must be included. Use a separate page, if necessary.

Dates		Name, Address & Telephone No. of Previous Employers	Position Held	Rate of Pay
From	To			

Are you currently in paid employment? Yes No

Have you previously sought employment with our company? Yes No

If so, when?

HEALTH

Have you any serious disability and/or record of recurring illness? Yes No

If yes, please detail

Have you ever sought medical advice/received treatment for back problems? Yes No

If yes, please detail

Have you ever suffered an occupational injury that necessitated your absence from work for more than 3 working days? Yes No

If yes, please detail

PASTIMES / HOBIES / INTERESTS

.....
.....
.....

REFEREES

These should be people with whom you have had a business relationship, ideally a present / former manager or someone to whom you reported.

1.
Name:
Address:
.....
.....
Phone:
Position:
How referee knows you:
.....

2.
Name:
Address:
.....
.....
Phone:
Position:
How referee knows you:
.....

Have you ever been convicted of a criminal offence? Yes No
If yes, please give details

DECLARATION

I agree that Shaws Department Stores are at liberty to contact any former employers for references about me. I accept that communications between Shaws Department Stores and any former employers are privileged and will not be disclosed to me under any circumstances.

I certify that I have completed this form fully, without omissions, and that all of the information, which I have given, is accurate and true in all respects. Any other supporting documentation that I have may have submitted, including any CV, is also true in all respects.

I understand that any false information or deliberate omissions may lead to the termination of any employment that I may obtain with the company.

Signed: **Date:**