



EMPLOYMENT APPLICATION FORM

Thank you for your interest in working for Cash Shop.

THIS FORM IS INTENDED TO BE COMPLETED ELECTRONICALLY.

If any question is not applicable, please answer 'N/A'.

Once you have completed the application form please return a printed copy to:

HR Department, Cash Shop, 38 Westminster Buildings, Nottingham, NG1 6LG

marked 'private and confidential'

or preferably via email to

recruitment@thecashshop.net

along with a copy of your Curriculum Vitae.

SURNAME

FIRST NAME(S)

POSITION APPLIED FOR

LOCATION

Personal Details

Miss Mrs Ms Mr Surname:

First Name(s)

Middle Name(s)

Address

Postcode

Contact Details

Please tick preferred contact method(s):

Home:

Mobile:

Work:

E-mail:

The best time to contact you is in the:

Morning Afternoon Evening

Please tick the days you would be available to work:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Additional Information

Please give the dates of any holidays or appointments booked in the next 6 months:

Please indicate any days/times you are unable to attend interview:

If your application is successful when could you start?

Employment History

Current/Most Recent Employment Details

Full Name and address of employer

Contact Number

Job Title

Annual Salary/Hourly Rate

Reason for leaving?

Outline the nature of your job and your responsibilities

Date from

to

Notice period required:

Previous Employment including Work Placements (most recent first)

Full Name and address of employer

Contact Number

Job Title

Annual Salary/Hourly Rate

Outline the nature of your job and your responsibilities

Date from

to

Reason for leaving?

Full Name and address of employer

Contact Number

Job Title

Annual Salary/Hourly Rate

Outline the nature of your job and your responsibilities

Date from

to

Reason for leaving?

Education

Secondary School (Name, address & dates)

Subjects Studied

Examination and Results

Further Education (Name, address & dates)

Subjects Studied

Examination and Results

References

Please provide names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Name:

Position:

Company:

Address:

Contact number:

Email address:

Name:

Position:

Company:

Address:

Contact number:

Email address:

Please note that employment references will be sought from your last employer and after acceptance of employment, also from your current employer. The company retains the right to withdraw the offer of employment or terminate the contract of employment should unacceptable references be received.

Information for us to keep

Immigration, Asylum and Nationality Act 2006

Under the Immigration, Asylum and Nationality Act 2006, you are required to provide evidence of your right to work in the UK, if called for an interview you will be advised of the documents you will need to provide which will then be checked to ensure the company complies with current legislation.

If you have National Insurance number please write it here.

<input type="text"/>							
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Are you eligible to work in the UK?

Yes No

Is this subject to a Work Permit or Visa?

Yes No

Criminal Convictions

Have you been convicted of any criminal offences which are not yet spent under the Rehabilitation of Offenders Act 1974?

Yes No

If yes, please provide details:

Have you had any judgements made against you by a Civil Court? (Including County Court Judgements)

Yes No

If yes, please provide details:

Once you have completed the application form please submit it to recruitment@thecashshop.net along with a copy of your Curriculum Vitae.

Data Protection

Upon receipt of your application form, Cash Shop LTD will be the Data Controller of your personal data. Cash Shop LTD will hold all the information you have given on this application form for legal requirements and for the purposes of personnel administration and statistical analysis. Your information will be held on a manual file and will also be entered in its current or altered format onto the company's computerised database. No information may be passed onto a third party unless contracted to Cash Shop LTD for specific employment services without your express agreement unless required by law.

Full privacy notice can be found here:

http://bit.ly/cash_shop_privacy_notice

Declaration

I declare that the information given on this application form is, to my knowledge, true. I understand that if it is subsequently discovered that any statement is false or misleading, my offer of employment may be withdrawn or I may be dismissed from my employment by the company without notice.

Any offer of employment by Cash Shop LTD is made strictly conditional upon completion of a number of pre-employment checks to the satisfaction of Cash Shop LTD. These checks include Criminal Records Check and Credit Check.

Please tick here if you have any objection to the appropriate check being undertaken.

It must be understood that a refusal may influence an offer of employment being made.

Signed

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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OFFICE USE ONLY			
Start date		Location	
Position		Salary	Hours