



*JAMES GRAVEN  
Est. 1860*



Application Form

Position Applied For: .....

Are you looking for Full Time [ ] Part Time [ ] Number of hours ..... Temporary [ ]

Forename/s		Surname	
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Address	
Postcode	
Telephone/ Mobile	

Are you of school leaving age? YES/NO (due to the nature of our business we are unable to employ anyone below the age of 16)

Employment History, including work experience if applicable (please continue on a separate sheet if necessary)

Employment Dates	Name and Address of Employer	Job Title and brief description of duties	Reason for Leaving

Have you worked for James Graven/James Retail before? YES/NO

If yes, which store(s): ..... Dates: .....

Reason for leaving: .....



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**Qualifications and Training** (please list all qualifications and vocational training)

Date/s	Governing Body	Results

Please use this space to give us any information you would like in support of your application

When would you be available to start work if successful in your application?



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James Graven/James Retail seeks to offer employment opportunities irrespective of physical or mental disabilities wherever possible, and will make any reasonable adjustments to ensure that disabled people can compete equally for posts.

Do you consider yourself to have a disability that is relevant to the position for which you are applying? YES/NO

If 'yes' please give brief details of the effects of the disability and any assistance you would need to:

- a) Attend interview
- b) Enable you to perform the post if successful

**Criminal Convictions**

Have you ever been convicted of a criminal offence? YES/NO

Is there any relevant court action pending against you? YES/NO

If 'yes' please give details (under the Rehabilitation of Offenders Act 1974, spent convictions need not be declared), on a separate sheet and attach in a sealed envelope marked PERSONAL AND CONFIDENTIAL, for the attention of the HR Manager.

**References**

All offers of employment are subject to the receipts of satisfactory written references. Please give the name and address of two referees (who should not be related to you), one of whom must be your current or most recent employer (or tutor).

Referee 1

Name	
Address	
Telephone	
Email	
Capacity in which the referee know you (ie employer)	



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Referee 2

Name	
Address	
Telephone	
Email	
Occupation or relationship to you	

May we contact your referees prior to interview if short listed? YES/NO

**Declaration**

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to withdraw or terminate any employment contract offered.

I am happy for James Retail Ltd/James Graven & Sons Ltd to retain my CV and application form for the purposes of this specific vacancy only and understand that 6 months after this position is filled, if my application is unsuccessful, all my documentation will be destroyed. If successful, I agree that all documentation will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.

Signature of Applicant:..... Date: .....



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**Diversity Development**

James Graven/James Retail are committed to the equality of opportunity in employment. The company is committed to monitoring its Diversity Policy in respect of job applicants and employees in accordance with the Codes of Practice issued by the Commission of Racial Equality, the Equal Opportunities Commission and the Code of Practice relating to the Disability Discrimination Act. Employees will have access to their recorded data.

Please answer the questions below by ticking the appropriate boxes.

This information is used for monitoring purposes only.

Ethnic Origin – I would describe my origin as:

Black	Afro-Caribbean		African		African Other (please specify)
Asian	Indian Sub Continent		Chinese		Asian Other (please specify)
White	White European				White Other (please specify)

Gender MALE/FEMALE

This form should be completed and returned in a sealed envelope with your application.