

# BRITAINS AQUATIC SUPERSTORE

## APPLICATION FOR EMPLOYMENT

Position applied for and location:

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Type of position (you may tick more than one)

F/T	P/T	SAT	SUN
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Please send your application form to:

Where did you find out about this vacancy?

Job Centre	Newspaper	Careers Office	Other (please specify)
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### PERSONAL DETAILS (please complete in block capitals)

Mr/Mrs/Ms/Miss First Names: Preferred Name:

Surname: Date of Birth:

Address:

Post Code: NI Number:

Tel Day: Tel Evening:

Please state any other name you have used during the last 5 years:

Next of Kin: Name: Tel Day:

Relationship: Tel Evening:

Have you previously worked for the Aquatic or Pet Trade? YES NO

If yes, when? Where? Reason for leaving:

Do you have any relatives employed by this company? YES NO

If yes, please state their names, relationship and location:

Have you previously applied for employment with this company? YES NO

If yes, please give details:

It is a requirement of your employment with B.A.S. that you inform your Manager if you have other paid employment. Do you already work or expect to work within another organisation during your employment with B.A.S.?

YES	NO
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### HEALTH

Number of days sickness in last 2 years? None 1-4 5-10 11 or more

B.A.S. is committed to a no smoking policy. If appointed would you have any objection to working in a no smoking environment? YES NO

Please describe any difficulties you might have lifting, handling or moving merchandise sold in our store, and/or please give details of any operations, accidents and sickness absence you have had in the past 5 years, so that it may be discussed at interview:

Any answers to the above may be discussed at the interview:

**EDUCATION AND QUALIFICATIONS**(list schools and colleges, with qualifications and grades. You will be asked to provide copies of all relevant qualifications).

School/College			Qualifications and Grades

**EMPLOYMENT HISTORY**(list your last two employers starting with the most recent)

1. Name of organisation: \_\_\_\_\_ Type of business: \_\_\_\_\_  
 Address: \_\_\_\_\_ Job title/Position held: \_\_\_\_\_

Main tasks and responsibilities: \_\_\_\_\_

Final salary: \_\_\_\_\_ Dates employed from: \_\_\_\_\_ To: \_\_\_\_\_  
 Reason for leaving: Resigned/Dismissed/Redundant/Other (please specify) \_\_\_\_\_  
 Name and job title of referee: \_\_\_\_\_

2. Name of organisation: \_\_\_\_\_ Type of business: \_\_\_\_\_  
 Address: \_\_\_\_\_ Job title/Position held: \_\_\_\_\_

Main tasks and responsibilities: \_\_\_\_\_

Final salary: \_\_\_\_\_ Dates employed from: \_\_\_\_\_ To: \_\_\_\_\_  
 Reason for leaving: Resigned/Dismissed/Redundant/Other (please specify) \_\_\_\_\_  
 Name and job title of referee: \_\_\_\_\_

List any other employment experience which is directly related to the position applied for.  
 Name of organisation: \_\_\_\_\_ Type of business: \_\_\_\_\_  
 Address: \_\_\_\_\_ Job title/Position held: \_\_\_\_\_

Main tasks and responsibilities: \_\_\_\_\_

Final salary: \_\_\_\_\_ Dates employed from: \_\_\_\_\_ To: \_\_\_\_\_  
 Reason for leaving: Resigned/Dismissed/Redundant/Other (please specify) \_\_\_\_\_  
 Name and job title of referee: \_\_\_\_\_

**BREAKS IN EMPLOYMENT**(please list and explain any breaks in your employment history)

Date from	Date to	Reason

**SELF DESCRIPTION**

What types of work do you most enjoy? Tick a maximum of three options.

- |                                |                     |                                 |
|--------------------------------|---------------------|---------------------------------|
| Clerical/admin. Activities     | Helping others      | Passing on skills/knowledge     |
| Planning and organising        | Dealing with Detail | Learning technical information  |
| Working within a team          | Supervising others  | Physically demanding activities |
| Selling goods or services      | Reaching targets    | Finding solutions to problems   |
| Following precise instructions | Advising Customers  | Learning new procedures         |

Please describe, in your own words, your main strengths and weaknesses:

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Please explain why you feel you would be successful in the role. Give examples from previous work or home life:

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**REASON FOR APPLYING**

What are your main reasons for wanting to work for Britains Aquatic Superstore?  
Tick a maximum of THREE reasons.

- |                                  |                        |
|----------------------------------|------------------------|
| Build on previous experience     | Salary                 |
| Hours that fit other commitments | Career prospects       |
| Wanting to work with the public  | Convenient location    |
| Chance to sell to others         | Interested in products |
| Security of employment           | Other (please specify) |

Please describe, in your own words, your reasons for applying for the job.

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**PERSONAL REFERENCES** (these will only be used if employment references cannot be obtained.)

Please give the names and addresses of TWO referees who have known you for at least two years. They must not be relatives, friends or employers. Suitable referees include doctors, solicitors, school teachers, bank managers, or other professional people. References may be obtained prior to an interview or offer of employment.

Name	Name
Address	Address
Profession	Profession
How long has he/she known you?	How long has he/she known you?

**DETAILS OF PAY**

- |                            |                |
|----------------------------|----------------|
| Bank A/C number            | Bank A/C name  |
| Bank Name                  | Bank sort code |
| Building Society Reference | Post Code      |

**STATEMENT BY THE APPLICANT**

Have you ever had any civil, criminal or military convictions or been formally cautioned? YES/NO  
(Declaration of criminal convictions is subject to the rehabilitation of offenders Act 1974)  
if yes, please give details:

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I declare that to the best of my knowledge all of the information contained in this form is true, complete and accurate,

Signature \_\_\_\_\_ Date \_\_\_\_\_