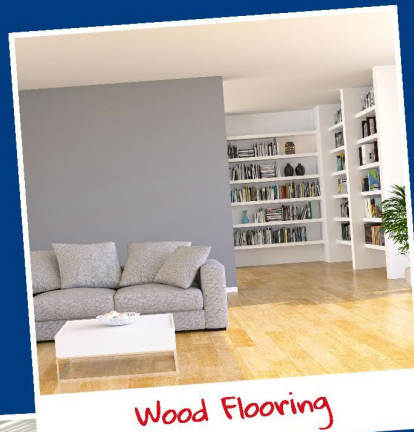


COOMERS

TIMBER & BUILDING SUPPLIES

First for Service



Wood Flooring



Landscaping & Fencing



Kitchens



Bathrooms



Plumbing & Heating



Building Materials



Timber & Sheet Materials



Decorating



Ironmongery & Tools



Doors & Windows

Employment Application Form

Employment Application Form

Coomers Ltd

Head Office, 5 Woolmer Way,
Bordon, Hampshire, GU35 9QE

Tel: 01420 482828

Fax: 01420 488709

E-mail: info@coomers.co.uk

**Please complete all sections in BLOCK CAPITALS and return to
Mrs V Coomer, Human Resources at the above address.**

All information given will be treated in the strictest confidence.

Vacancy Details

Post Applied For

Branch

Date of Application

/ /

Education & Training

[illegible]

Present Position

Job Title

Employer

Employer Address

Postcode

Date Employment Commenced**Present Salary**

Brief Description of Duties

What is your current notice period?

Transport

Do you have a clean UK driving licence? ☐ Yes ☐ No

If No, please provide details

Do you have your own transport?

☐ Yes ☐ No

Previous Employment					
Date		Name of Employer (most recent first)	Position held and description of responsibilities	Reason for leaving	Final salary
From	To				

[illegible]

REFERENCES Please give details of two referees who you know well - one of which should be your current or most recent employer if appropriate. Do not include relatives. References will only be sought after an offer of employment is made.	
<u>Employer Reference</u>	<u>Previous Employer or Character Reference</u> (delete as appropriate)
Name	Name
Address	Address
Postcode	Postcode
Phone	Phone
Fax	Fax
E-mail	E-mail
Occupation	Occupation

EQUAL OPPORTUNITIES FORM

Please complete all sections in BLOCK CAPITALS.

Coomers Ltd welcomes applicants from all sections of the community. All information will be treated in strictest confidence and will be used solely for the purpose of monitoring. This data will not form part of your application.

Personal Information		
Surname	Forename(s)	
Title Mr / Mrs / Miss / Ms / Other (delete as appropriate)	Date of Birth	Nationality
Address		
Postcode	E-mail	
Phone	Mobile	
Gender	Marital status	
Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act (1974)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, please give details		
Do you have the right to take up employment in the UK (and if necessary have a work permit)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
National Insurance No:		
Have you previously worked for us? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, when and at which branch:		
Where did you see this position advertised? <input type="checkbox"/> Branch <input type="checkbox"/> Job Centre <input type="checkbox"/> Website <input type="checkbox"/> Newspaper <input type="checkbox"/> Other (please specify)		

Health	
Are you registered disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, give registration No:
Do you have any physical disabilities which could affect this application: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please describe:	
Please provide details below of any serious illness or accident you have had in the last 5 years:	
Do you have any medical conditions that could cause you to be absent from work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, give details:	
How many days work have you lost through illness in the last 3 years? <input type="text"/> <input type="text"/> <input type="text"/>	

Declaration
Data on this form will only be viewed by those who have direct involvement in the selection process. Please note that by signing this form you are giving consent for the data to be collected, recorded and used for the above purposes.
I declare that all the information I have provided is a true and accurate record. I authorise Coomers Ltd to check the information I have supplied. I understand that falsification of qualifications or information may lead to withdrawal of any offer of employment and / or dismissal without notice.
Signed: _____ Date: _____