

EDUCATION & QUALIFICATIONS

NAME/LOCATION OF SCHOOL/COLLEGE	DATES From–To	EXAMINATIONS PASSED/QUALIFICATIONS OBTAINED Please give full details including grades
SECONDARY		
COLLEGE/UNIVERSITY		
ADDITIONAL TRAINING (Subsequent)		

Note: If successful in your application all examination certificates will be required for inspection by the Company.
Photocopies with this application would be appreciated.
Please list any foreign languages spoken or written, indicating degree of fluency

GENERAL

Do you have proof of your entitlement to work in the UK ? YES NO
Please Note: You must be able to prove your eligibility to work in the UK by providing the necessary documentation, such as a passport, birth certificate registered in the UK or Republic of Ireland or similar document of proof (Further details can be found on the government website at www.gov.uk/legal-right-work-uk). If you are selected for interview please bring the necessary document(s) with you.
If necessary would you be prepared to relocate ? YES NO
If the role you applied for involves driving duties please indicate whether you hold a full driving licence and whether the licence holds any unexpired/pending endorsements. YES NO If yes, please state endorsements below.

If possible, please provide a photocopy with this application.

OFFENCE	DATE OF OFFENCE	SENTENCE INCURRED
1.		
2.		
3.		

Have you been convicted of a criminal offence that is not regarded as spent under the Rehabilitations of Offenders Act ? YES NO
if YES, please specify here

What are your main interests outside work ?

Do you require any reasonable adjustments to be made for the interview process ? YES NO if YES, please specify below.

Please give the names, postal and email addresses, and positions of a two people whom we may contact for professional references.

DECLARATION

I declare that the information given by me is true.
I understand that it may be a criminal offence to attempt to obtain employment by deception and that any misrepresentation, omission of a material fact or deception will be cause for immediate cancellation of consideration for employment.
I understand that should I be offered a job a reference will be taken up with my current employer and previous employers, and I understand that if an unsatisfactory reference is received after I have accepted a role with the Company, that the Company may terminate my offer of employment.

DATA PROTECTION

The information you provide in this application, and any other information obtained or provided during the course of the recruitment process will be used solely for the purpose of assessing your application, in accordance with Data Protection legislation and the General Data Protection Regulation 2018 (GDPR). The GDPR is very specific with regard to how companies record, store and use an individual's personal data. Before submitting your application, please read our **Recruitment Data Privacy Policy at www.jhs.co.uk/recruitment-policy**. This notice sets out our policy relating to the collection and use of your personal data for recruitment purposes. Please confirm by checking the box below that you have read and accepted the terms specified within the Recruitment Data Privacy Policy.

☐ I agree to the terms specified within the Recruitment Data Privacy Policy.

Signed



john hornby skewes & co. ltd.

SALEM HOUSE, PARKINSON APPROACH, GARFORTH, LEEDS LS25 2HR, ENGLAND.
TEL: (0113) 2865381 FAX: (0113) 2868515 E-MAIL: info@jhs.co.uk Web: www.jhs.co.uk

Manufacturers, Exporters and Importers of Musical Merchandise, Instrument Amplification and Pro Audio Equipment
Wholesale Distributors to the Retail Music Trade

APPLICATION FOR EMPLOYMENT

PLEASE NOTE: In order for your application to be considered all sections of this form
MUST BE FULLY COMPLETED CAREFULLY BY YOU.

Please attach any further information and/or documents you wish to be considered.

First name(s) Surname

Position applied for Salary expected £ per annum/week

Other position(s) you would consider

Have you previously applied for any position with John Hornby Skewes & Co. Ltd., or any of its associate companies? Yes No

If yes, please state: where, when, position applied for, outcome

From what source did you learn of this vacancy ?

What attracts you to this vacancy ?

What are the strongest qualities you feel you have for this vacancy ?

How soon will you be available for work ?

Present Home Address

Tel. No: Home Mobile Work (if convenient)

Email

If you have a personal website and would like to give us the details, please do so here

Name, address and telephone number to contact in case of emergency

Please continue overleaf



FOR OFFICE USE ONLY	Date completed form received
Job Ref. No.	
Interview arranged for. am/pm day Year	
With	
Result: (a) Offer made on (date) as (title) at (salary) £ per annum/week	
(b) Not proceeding Applicant notified (date)	
Offer accepted/declined (date)	
References applied for (dates)(i) (ii) (iii)	
References received (dates) (i) (ii) (iii)	
Starting date P45 received/NI No. confirmed (date)	
Details noted in personnel records (date)	

EMPLOYMENT RECORD

- NOTES:
- 1. If you are still at school/college/university and have had no work experience ignore this section but, if appropriate, mention any relevant information in the space at the foot of the opposite page.
 - 2. Please start with your current or most recent employment and work backwards through your career.
 - 3. Please specify separately under salary, details of any other remuneration benefits received.

Are you employed at present ? YES/NO

Are you under notice ? YES/NO If YES, for what reason _____

Please note:
To enable us to be able to consider your application, a full employment and/or activity history is required, from your present or last employment to your date of starting full time education. (See back page for educational section of your history).

From – To (month & year)	Employers name, full address, telephone no. and nature of their business	Position(s) Held	Salary (Please be accurate) Starting Final/Current	Responsibilities and activities – please be explicit	Reason(s) for leaving
	Present employment				
	Previous employment				
	Previous employment				
	Previous employment				
	Previous employment				
	Previous employment				
	Previous employment				

Please state here details of any special experience or interests which you consider make you especially suitable for the post you are applying for. Please continue on a separate sheet if necessary.

For office use only

Remarks: