



## Employment Application Form

Dear Applicant

Thank you for expressing an interest in working for W Hurst & Son (IW) Ltd.

Attached are an application form, a monitoring form and a job description for the post you are applying for.

**Please only return the application and monitoring forms together with your CV to the address at the bottom of page four of the application form.**

To enable us to comply with section 8 of the Asylum and Immigration Act 1996 you will be required to bring, on your first day at work, one original document from **List 1** or two of the original documents from **List 2** as below.

Your application form will be kept on file for no longer than three months, in case a suitable vacancy arises within that time. All personal information supplied will only be used in considering you for such a vacancy and for no other purpose.

Yours faithfully  
W Hurst & Son (IW) Ltd

Ian Carpenter  
Administration Manager

T: 01983 523636 Ext 240  
E: [igc@hurst-iw.co.uk](mailto:igc@hurst-iw.co.uk)

### W Hurst & Son (IW) Limited

**Registered office:** 33 Holyrood Street, NEWPORT, Isle of Wight PO30 5AX

**T:** 01983 523636 | **F:** 01983 825334 | **E:** [sales@hurst-iw.co.uk](mailto:sales@hurst-iw.co.uk)

Directors : R D McLaughlin, D J Bowley, P M Hartnell, J E Williams, A M Reed, M Bradley

**To enable us to comply with section 8 of the Asylum and Immigration Act 1996 you will be required to bring, on your first day at work, one original document from List 1 or two of the original documents from List 2 as indicated below.**

List 1	List 2
A passport showing that the holder is a British Citizen or has a right of abode in the UK	A document giving the person's permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card or a letter from a Government Agency. Along with one other from below:
A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card	A full birth certificate issued in the UK, which includes the names of the holder's parents
A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland	A birth certificate issued in the Channel Islands, the Isle of Man or Ireland
A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as the family member of a national from a European Economic Area country or Switzerland who is resident in the UK	A certificate issued of registration or naturalisation stating that the holder is a British Citizen
A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK, or has no time limit on their stay	A letter issued by the Home Office to the holder which indicates that the person named can stay indefinitely in the UK, or has no time limit on their stay
A passport or other travel document endorsed to show that the holder can stay in the UK; and that this endorsement allows the holder to do the type of work they are applying for if they do not have a work permit	An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the UK, or has no time limit on their stay
An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment	A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the UK, <b>and</b> this allows them to do the type of work they are applying for
	An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the UK, <b>and</b> this allows them to do the type of work they are applying for.

## **JOB DESCRIPTION**

### **Retail Assistant – Sales**

**This position includes manual handling which could include the loading and unloading of lorries and is only suitable for a fit person able to carry out such manual handling duties without restriction**

#### **Duties**

The main duty is to sell goods to the public. To operate sales routines and till work in accordance with instructions and company rules. To maximise the sale of goods to customers and offer them and other members of staff all possible assistance and courtesy. To assist in the general duties of operating a retail shop including restocking shelves in shop and stores and the normal good housekeeping and light cleaning duties associated with a clean and tidy shop. To do all possible to assist in any capacity in the store or the shop.

To inform the manager of any extraordinary occurrences affecting the Company or its premises, stock and contents as soon as possible.

To provide the highest level of care, consideration and service to customers.

To assist in the unloading of goods from delivery vehicles to store, shop, yard and vice versa.

To check that the types of goods received are as ordered and to check their quantity and condition and endorse the paperwork as appropriate and as instructed.

To take any goods as required from any storage position and store or display them as required.

To assist customers to load or unload their vehicles as required.

To assist in the picking of goods which are required in the Newport shop and branches when required.

It shall be the duty of the Employee to carry out all reasonable instructions and undertake any work reasonably required by the Company.

In the event of being aware of any malpractice concerning the handling, storing, security, safety or any other aspect involving the goods or property of W Hurst & Son (IW) Ltd, to immediately advise the most senior member of staff on duty in the office at 33 Holyrood Street.

The Company reserves the right, at any time, when determined by requirements of operational efficiency, as a result of poor performance by the Employee or for any other reason, to transfer the Employee to work at the appropriate rate of pay for that position and it is a condition of employment that the Employee is willing to be transferred when so required.

## Application for Employment

The information supplied on this application form will be treated as **STRICTLY CONFIDENTIAL** and will only be used for processing this employment application.

**Please fill out this form by hand. Computer generated forms will be invalidated.**

**Position Applying For:** On Spec (no specified job available).

Surname:

Forenames:

Address:

Post Code:

**Contact Details:** (Please insert preferred 'phone number)

Telephone:	Home	Business	Mobile
E-mail			

National Insurance Number:	□□ □□ □□ □□ □		
Are you required to hold a work permit?	Yes <input type="checkbox"/>		No <input type="checkbox"/>
How long have you lived at your present address?	Years		Months
Do you own or have access to a vehicle?	Yes <input type="checkbox"/>		No <input type="checkbox"/>
Do you hold a current driving licence valid in the UK?	Yes <input type="checkbox"/>		No <input type="checkbox"/>
Type of licence held?	Provisional <input type="checkbox"/>	Full <input type="checkbox"/>	HGV <input type="checkbox"/>
	Other:		
How long have you held this licence?			
Please give details of penalty points (if any) with dates:			
Have you previously applied to us for any other position? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please give details:			

## Employment Details

Name & Address of Present/Last Employer	Position Held	Dates from/to	Reason for leaving

Current/previous salary: Per Annum

Name and title of immediate supervisor:

Period of notice required, for present post:

Main duties in present/last post (brief description):

Name & Address of Previous Employers in date order	Position	Dates To/From	Reason for leaving

(please continue on a separate sheet if necessary)

## Interests

Please give details of your hobbies and interests:

## Education Details

### Secondary

Name & location of School	Subjects	GCSE/A Level/ Other	Grade

### Further

Name & location of School/Polytechnic/University	Qualifications gained (with grade)	Date of examination

## Supporting Information

Please give your reasons for applying for the post and any additional information in support of your application:

(please continue on a separate sheet if necessary)

### Arrangements for Interview

Are there any special facilities needed to help you attend an interview or to perform this job? Yes/No  
If yes, please give details

### Criminal Convictions (Rehabilitation of Offenders Act 1974)

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?  
If yes please give details:

### References

**Please give details of two referees, the first of whom must be your present or last employer. If you have recently left full-time education one reference should come from your school or college.**

Name:	Name:
Address:	Address:
Position:	Position:
Tel No:	Tel No:
Fax No:	Fax No:
<b>IF YOU DO NOT WISH YOUR PRESENT EMPLOYER TO BE CONTACTED PRIOR TO INTERVIEW, PLEASE TICK HERE: <input type="checkbox"/></b>	
<b>NOTE: WE MAY ALSO APPROACH YOUR PREVIOUS EMPLOYERS FOR REFERENCES.</b>	

### Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to the recruitment process.

We may check the information collected, with third parties or with information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described), in accordance with our registration with the Data Protection Commissioner.

### Declaration

I confirm that all information submitted is true and correct, that there are no medical or other reasons that I know of which will prevent me from undertaking the duties of the post and I understand that any misrepresentation may invalidate my application. <b>Signed:</b>  <b>Date:</b>	Please fill in this application and post complete with a current CV to: Administration Manager W Hurst & Son (IW) Ltd 33 Holyrood Street Newport Isle of Wight PO30 5AX
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## RECRUITMENT MONITORING FORM (CONFIDENTIAL)

W Hurst & Son (IW) Limited is committed to Equal Opportunities in Employment. In order to ensure the effectiveness of this policy, all applicants are asked to provide the following information. Any information given will be treated in the strictest confidence, and will be used solely for the purposes of monitoring.

THIS QUESTIONNAIRE WILL BE SEPARATED FROM THE REST OF THE APPLICATION FORM IMMEDIATELY UPON RECEIPT AND BEFORE ANY CONSIDERATION OF CANDIDATES OCCURS

NAME:	
DATE OF BIRTH:	AGE:
POSITION APPLYING FOR:	
GENDER (please specify)	

ETHNIC ORIGIN: I would describe my ethnic origin as:

a) White

British

Irish

Any other white background (please specify)

b) Mixed

White and Black  
Caribbean

White and Black African

White and Asian

Any other mixed  
background (please  
specify)

c) Asian or Asian British

Indian

Pakistan

Bangladesh

Any other Asian Background (please specify)

d) Black or Black British

Caribbean

African

Any Other Black Background (please specify)

e) Chinese or Other Ethnic Group

Chinese

Any Other Ethnic Group (please specify)

Do you consider yourself to have a disability?

If yes, please state nature of disability:

Yes

No

The Disability Discrimination Act defines disability as "A physical or mental impairment, which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities".

W Hurst & Son (IW) Limited will ensure that all applicants are treated fairly and are appointed solely on their suitability for the post irrespective of race, sex, disability, sexual orientation, age, non-trade union and trade union membership, creed, colour, nationality, religion, language, political opinion or affiliation, gender reassignment, marital status, family connections or unrelated criminal conviction.