## **APPLICATION FOR EMPLOYMENT**



This application form is designed to help us decide how you might be able to meet our standards.

Please take your time to complete this application form as best you can, your responses will give us our first real impression of what you are like and how well you would fit into Terry's way of working. Ensure you complete all sections fully.

About You	Hours & Days You Can Work	
Surname	For each day of the week, please write the times you can v	work
First Name(s)	Sun Mon Tue Wed Thur Fri Sat	Sun
Sex (M/F)		
Maiden Name		
Age Date of Birth		
Address		
Postcode		
Telephone Number Home	Please indicate maximum numbers of hours you can work	
(if convenient) Work	each week	
National Insurance Number	Why do you think that you would enjoy working at Terry's	s Fabric
Would you like to work <b>Full time</b> (40hrs)	Warehouse?	
Part Time (16 to 40hrs) Yes No		
Would you like a Temporary Permanent position		
Person to contact in an emergency		
Address		
	Where did you find out about the vacancy?	
Telephone Number		
Do you need a work permit?		
Do you smoke?		
Your Education		
Please indicate your current or most recent areas of study or school v	lork	
Subjects	Qualifications Date Obtai	ined
If you are still studying, which university or college do you attend?		
What is your term address?		

## Your Work Experience

Please list the jobs you have held starting with your current or most recent and working backwards

Date	Full Company Name	Job Title	Reasons for Leaving

You may feel that one particular job you have had is more useful than others in terms of the job you are applying for with Terrys. Please indicate below key tasks for the ONE or TWO jobs you believe to be the most relevant to TERRYS. Even if you have your doubts, write it down.

Job Title	Key Tasks	
Pay in most recent job		Period of notice for your current employer
Your Health		If yes to any of these questions, please give details
Have you		
1. Had any major illnesses/operation in the	past 5 years? Yes No	
2. Suffered from any skin complaints?	Yes No	
3. Any medical condition which requires m	edication? Yes No	
Absence		Disability
Days absent from work in your last y	vear's work	Do you have, or have had a disability?
If absent, why?		If yes, please give details
Were any absences connected with a disability? Yes No		

## Which is more like You?

The questions below are designed to let us know more about the type of work you enjoy and the kind of person you are. For each question tick the option you feel most applies to you. If you have had no work experience please still try to select the description which is most likely to fit you. There are no right answers, so just answer quickly and honestly. For each question, tick one option only.

1. I am orderly	11. I enjoy talking in groups	
l am easy going	I enjoy talking to one person at a time	
2. I like a job where I can work at my own pace	12. I work best without pressure	
I like a job that requires a lot of energy	I enjoy time pressure	
3. I am absorbed with ideas	13. I show my feelings	
I notice things around me	I keep my feelings to myself	
4. I like working as part of a team	14. I like to plan things in advance	
l like solving a problem on my own	I like to take things as they come	
5. I like a job where I need to be careful about what I say to others	15. I don't need praise	
I like a job where I am able to speak openly and	I need praise	
honestly at work	16. I am energetic	
6. I like telling other people what to do	l am relaxed	
I enjoy discovering that people like me	17. I am argumentative	
7. I like being recognised for my achievements	I respect authority	
I like being told that I am better than others	18. I am curious about people	
8. I am talkative	I am curious about how things work out	
l am reserved	19. I am calm	
9. I like to use tried and tested methods	I am lively	
I like trying something different	20. I follow the rules	
10. I am quiet	I try to find short cuts	
l am outgoing		

## **Your Pastimes**

Now think about the activities you might take part in OUTSIDE OF WORK. Below list, and NON-WORK activities you are involved in which you feel show important things about you and which would be useful for TERRYS. Even if you have your doubts, write it down.

Activity	What it says about you

Your Ethnic Origin	
TERRYS is committed to equal opportunity. Selection or promotion is based on the particular applicants suitability for the job.	
To help us monitor this please indicate your ethnic origin by ticking one of t	
African Caribbean Other European Asian UK or Irish	Other (please specify)
Your Referees	
Please indicate two referees who might be able to tell us more about you. O	
or head teacher/tutor. The other should be someone who knows you but is not the NOTE References will not be taken up before interview - Please do not enclo	
Name	
	Name
Address	Address
Post Code	Post Code
Relationship	Relationship
Finally	If yes to either of these questions, please give details
HAVE YOU	
1 Been convicted of a criminal offence?	
2. Any prosecution pending?	
Your signature will be taken as:	
<ol> <li>Acknowledgment that all the information you have provided is complete,</li> <li>Your understanding that any offer of employment is subject to the receipt</li> </ol>	-
approach your referees and present employers to obtain references.	
3. Your authorisation for TERRYS to contact relevant authorities should we n application to join us.	eed to check any other information concerning your
Signed	Date
<mark>=</mark> terry	<b>/s</b> fabrics
PLEASE RETURN YOUR COM	
TERRYS TE Unit 6-8 Winpenny Road, Parkhouse Industrial	EXTILES LTD Estate East, Newcastle Under Lyme, ST5 7RH
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