

Application for Employment

Private and Confidential

This application form is available in large print in Braille and on cassette. Please call free phone 0800 0686 727, minicom 0800 0686 717 or e-mail customer.relations@co-op.co.uk if you require a copy.

We are an equal opportunities employer. The Society is committed to the development of policies to promote equal opportunity in employment. We recruit on the basis of ability and suitability for the role.

Please complete all sections in the application form using black ink and in block capitals. (Enter N/A if necessary)

Personal Information

Post applied for (Please specify location):		Reference Number:	
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Your Details

First Name(s)		Preferred Name(s)	
Last Name			
Address			
Postcode		Country	
NI Number			

Contact Details

Daytime Telephone		Evening Telephone	
Mobile Telephone		Email (If applicable)	

Education and Employment Information

Education

Please give details of school / college / university attended

Name of Company		Job Title	
Type of Business		Dates	
Hourly Rate of Pay		Reason for leaving	
Main Duties and Responsibilities			

What specific qualities or skills do you possess that you believe will make you suitable for this role? Please continue on a separate page if necessary.

What attracts you to work for the Co-operative Group? Please continue on a separate page if necessary.

General Information

Statutory Requirements

To ensure statutory requirements relating to young workers and sales licensing are met please tick the relevant box below

Are you are under 18?	Yes	No	If Yes please enter your date of birth below:

Driving Licence

Do you hold a current driving licence? You will be required to produce the original if invited to interview.	Yes	No
Please indicate your license type below:		
Full UK Driving Licence	<input type="checkbox"/>	
LGV Licence	<input type="checkbox"/>	
FLT Licence	<input type="checkbox"/>	

Work Permit	
Do you have proof of your entitlement to work in the UK? You will be required to produce original documents to prove your eligibility at the interview.	Yes No

Criminal Convictions	
Have you been convicted of a criminal offence that is not regarded as spent under the Rehabilitation of Offenders Acts?	Yes No
If yes, please give details below	

Medical Information

Do you consider yourself to have a disability?	Yes No
If yes, what is the nature of your disability?	
Please indicate whether you require any special arrangements in order to attend an interview.	

Any candidate who is interviewed will be required to complete a Medical Questionnaire at the interview, it is important that when completing the form you have an understanding of the physical demands of the role. The recruiting manager will be able to answer any queries that you may have in relation to the role. The Medical Questionnaire is used to ensure a fair recruitment process to assure that every candidate has an equal opportunity of being appointed and to be successful in his or her role with us.

Please note that if there are any health concerns in respect of your application or subsequent employment with the Group, a medical examination may be required.

Applicants declaration			
If you are under 18 years of age, a parent or guardian must sign below.			
I declare that the information contained in this form is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment.			
Signature		Date	
I certify that the information given on this form is correct.			

Signature		Date	
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Relationship to applicant:

Data Protection Notice

A file and computer record relating to your employment with the Co-operative Group Limited will be maintained and may be used or disclosed for the purposes of salaries or career progression. The Co-operative Group is registered under the Data Protection Act. If you wish to have access to your records, write to the Human Resources Department, New Century House, PO Box 53, Manchester, M60 4ES.