Recruitment Log Ref:

Application Form

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MORRISONS

Thank you for applying to us for employment.

The information you are asked to provide will be used to assess your suitability for the position for which you are applying. All information will be treated in the strictest confidence.

Please ensure that you complete all sections of the application form in full, if you need any help completing the form, or you require the form in an alternative format, please contact the Personnel Department at the store/site of interest.

Personal Details

Title (Mr, Mrs, Miss etc.)	Address
First Name(s)	
Surname/Family Name	
Tel No. (incl. std code)	Post Code
Mobile No.	Email address

Are you over 18? Y N If no, provide date of birth D D M M Y Y Y Y Have you completed this form yourself? Y N

Emergency Contact Details

Contact Name	Address
Relationship to you	
Tel No. (incl. std code)	
Mobile No.	Post Code

Vacancy Details

Position applied for:
If you are not applying for a specific vacancy, what type of work are you looking for?
Where did you find out about the vacancy? e.g. in store, newspaper advert, job centre, other (please state)
Which location/store is of interest?
Are there any other locations you would consider?
Would you be willing to relocate? (Management only) Yes ☐ No ☐
If yes, please give details:

Do you hold a valid full clean driving licence? Yes ☐ No ☐ OR No driving licence ☐

If no state endorsements and dates

Education

Please detail any qualifications relevant to the position you have applied for or that you would like us to be aware of:

Qualification(s)	School/College/University

Additional Qualifications/Memberships/Licences

Please detail any qualifications or memberships to professional organisations/bodies relevant to the position you have applied for e.g. LGV C+E, First Aid, Fork Lift Truck, British Pharmaceutical Society. Pharmacy/Medical Professionals please provide registration number.

Qualification/Membership/Reg. No.	Organisation	Date Awarded

Current/Most Recent Employment Details

Full name and address of employer	Outline the nature of your job and your responsibilities	
Job Title	Date from to	Notice period required
Annual Salary/Hourly Rate	Additional Benefits:	
Reason for leaving:		

Previous Employment

Full name and address of employer	Outline the nature of your job and your responsibilities
Job Title	Date from to
Annual Salary/Hourly Rate	Reason for leaving:

Full name and address of employer	Outline the nature of your job and your responsibilities
Job Title	Date from to
Annual Salary/Hourly Rate	Reason for leaving:

Full name and address of employer	Outline the nature of your job and your responsibilities
Job Title	Date from to
Annual Salary/Hourly Rate	Reason for leaving:

Please provide dates and reasons of any periods of absence (excluding holidays) from your employment in the last two years lasting longer than two weeks: (if necessary attach additional sheet)

Asylum & Immigration Act 1996

Under the Asylum and Immigration Act 1996, you are required to provide evidence of your right to work in the UK, if called for an interview you will be advised of the documents you will need to provide which will then be checked to ensure the company complies with current legislation

If you have a National Insurance number please write it here:

☐☐ ☐☐ ☐☐ ☐☐ ☐

Rehabilitation of Offenders

Have you been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 1974.

Please tick Yes ☐ No ☐

If yes, please provide details:

_____

Equal Opportunity Monitoring

As an equal opportunities employer the following information is for monitoring purposes only, and is not part of the selection criteria. Ethnic origin questions are about colour and broad ethnic groups. Regardless of your nationality, place of birth or citizenship, you can belong to any of the groups indicated. Describe your race or cultural origin by **CHOOSING ONE SECTION FROM A TO E,** then tick the appropriate box to indicate your cultural background.

WHITE: **A1** White British ☐ **A5** White Irish ☐

AO Any other White background, please state:

_____

MIXED: **B1** Mixed White & Black Caribbean ☐ **B2** Mixed White & Black African ☐

B3 Mixed White & Asian ☐

BO Any other Mixed background, please state:

_____

ASIAN: **C1** Asian Indian ☐ **C2** Asian Pakistani ☐

C3 Asian Bangladeshi ☐

CO Any other Asian background, please state:

_____

BLACK: **D1** Black Caribbean ☐ **D2** Black African ☐

DO Any other Black background, please state:

_____

CHINESE or OTHER: **E1** Chinese ☐

EO Any other background, please state:

_____

As a POSITIVE ABOUT DISABLED PEOPLE symbol user we guarantee to interview all disabled applicants who meet the minimum criteria.

Please tick if you are disabled ☐

we're supporting AGE POSITIVE

Data Protection

Upon receipt of your application form, Morrisons will be the Data Controller of your personal data. Morrisons will hold all the information you have given on this application form for legal requirements and for the purposes of personnel administration and statistical analysis.

Your information will be held on a manual file and will also be entered in its current or altered format onto the company's computerised database. No information may be passed onto a third party unless contracted to Morrisons for specific employment services without your express agreement unless required by law.

Your signature below indicates your agreement to the above.

Declaration

I declare that the information given on this application form is, to my knowledge, true. I understand that if it is subsequently discovered that any statement is false or misleading, my offer of employment may be withdrawn or I may be dismissed from my employment by the company without notice. I also agree to a medical examination if required.

If I take up employment I understand it may be necessary for security purposes for Morrisons to carry out a credit reference check on Senior and Duty Management, all Cash Office employees, Warehouse, Petrol and Pharmacy Management, Checkout Manager and Security and Central Salaried Personnel.

Please tick here if you have any objection to such a check being undertaken. ☐

It must be understood that for certain jobs, a refusal may preclude an offer of employment being made.

At any time after employment has commenced the Company may require the provision of a Subject Access Report for certain positions. Failure to provide this document or if the Subject Access Report is deemed to be unacceptable we reserve the right to terminate your employment. It is the Company's sole right to determine if the information provided is unacceptable.

Please tick here ☐ if you have any objections about obtaining this report.

Signed:

Date: D D M M Y Y Y Y

Location issued:

Return to: **Closing Date:**

References

Please note that **EMPLOYMENT REFERENCES** will be sought from your last employer, and after acceptance of employment also from your current employer. Where there are no relevant employment referees, you must provide **two personal referees. These should not be relatives,** but could be a school/college tutor or other professional person.

Name	Name
Address	Address
Post Code	Post Code
Profession	Profession
How long have you known this person?	How long have you known this person?

The company retains the right to withdraw the offer of employment or terminate the contract of employment should unacceptable references be received. Completion of this application form will be taken as your consent to apply for references.

Availability

Please indicate what type of employment you would prefer (please tick appropriate boxes):

Management ☐ Permanent ☐ Temporary ☐ Full time ☐ Part time ☐

For part time only, what is the minimum and maximum number of hours you are willing to work per week? Min ☐ Max ☐

Please indicate any day/times you are unable to attend an interview:
Please give the dates of any holidays or appointments booked in the next 6 months:
Please tell us of any specific details regarding your availability to work:

Applying for a position in a store

Full time appointments (39 hours or more) are fully flexible positions and include working evenings and weekends. For part time positions only (8-30 hours) please indicate in the applicable boxes the times you are available to work.

	MON	TUES	WEDS	THURS	FRI	SAT	SUN
EARLY MORNINGS (e.g. starting from 6am)	☐	☐	☐	☐	☐	☐	☐
MORNINGS (e.g. after 8am)	☐	☐	☐	☐	☐	☐	☐
AFTERNOONS (e.g. from midday to 4pm)	☐	☐	☐	☐	☐	☐	☐
EVENINGS (e.g. from 4pm to 10pm)	☐	☐	☐	☐	☐	☐	☐
NIGHTS (e.g. from 10pm to 7am)	☐	☐	☐	☐	☐	☐	☐

Offer Details (Internal use only) **Checks: References** ☐ **M Check** ☐ **Administrator Name:** _____ **Date** _____

Position: ☐ **Induction Location:** ☐

Department: ☐ **Start Date/Time:** ☐

Location: ☐ **Salary/Rate of Pay:** ☐

Contract Hours: ☐

Part Time positions indicate weekly schedule:

Status F/T: P/T: Temporary

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Wm Morrison Supermarkets Plc
Hilmore House
Gain Lane
Bradford BD37DL

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