Please return this form to:
Managing Director
Fairway Furniture Plymouth
184 Billacombe Road, Plymstock, PL9 7HE

Or by email to: careers@fairwayfurniture.co.uk

APPLICATION FOR EMPLOYMENT

Application for the post of: Operations Manager – Full Time

Where did you see this post advertised?:

Please complete this form in type or black pen. If you need more space please use up to a maximum of 3 extra A4 sheets. Please sign and date the application form and return it by the advertised closing date to the above address (by post or email) with your CV. **Please note: CVs alone will not be considered**

1. PERSONAL DETAILS	
Title:	
Last Name:	
First Names:	
Address: Postcode:	
Preferred Daytime contact No:	
Home Telephone No:	
Email address:	

2. PRESENT/MOST RECENT EMPLOYMENT	
Job Title:	
Employer:	
Address:	
Present Annual Salary:	
Start Date:	
End Date:	
Notice Period if applicable:	

Reason for Leaving:	

About your current/most recent job

Duties and responsibilities:

(please include details of whom you report to and numbers you are responsible for)

3. EMPLOYMENT HISTORY (continue in additional information section if necessary)

Name of Organisation	From month/year	To month/year	Job title, main duties, full/part-time, salary	Reason for leaving

4. EDUCATION & QUALIFICATIONS			
School	From month/year	To month/year	Details of qualifications and grades
College	From month/year	To month/year	Details of qualifications and grades
University	From month/year	To month/year	Details of qualifications and grades

Other qualifications, relevant training or legal requirements for the role

Membership of Professional Bodies:		
Institute	Grade of membership	Date awarded

5. THIS POST

Please read the job description and person specification and give your reasons for applying for this post. Please provide details of any relevant knowledge, skills and experience related to the post. Make sure you address the tasks of the post and the qualities required and highlight how your skills and experience cover those needed for the post. Continue in the additional information section if necessary.

Describe your most significant achievements relevant to this post:

6. MEDICAL DETAILS	
How many days have you had off due to sickness in the last 2 years?	
Is there anything concerning your ability, medical history or state of health that is relevant to your application or employment? Have you had any serious illnesses?	
If yes, please give details:	
Please note any offer of employment made may be subject to a satisfactory health clearance following a medical examination.	

7. REFERENCES

Please give details of two people to whom we may apply for a reference. Both referees must be able to comment on your performance at work.
One of these must be your most recent employer, the other must be a recent employer.
Please tick the box provided if you do not wish us to contact your referee until you have given us permission to do so. If you are shortlisted, references may be taken up automatically prior to interview unless you request otherwise.

Current/Most Recent Employer:		**Previous Employer:**	
Name:		Name:	
Address:		Address:	
Telephone No.:		Telephone No.:	
Email Address:		Email Address:	
Relationship:		Relationship:	
	Please tick if you do not wish us to contact this referee until we have obtained your authorisation		Please tick if you do not wish us to contact this referee until we have obtained your authorisation

8. DISABILITY STATEMENT	
Under the terms of the 1995 DDA Act a disability is defined as a 'physical or mental impairment which has a substantial and long term effect on a person's ability to carry out normal day to day activities'. Do you consider yourself to have a disability?	
If yes, please give details:	
Would the provision of aids or modifications in the workplace assist you in carrying out the duties of the post? If yes, please give details in 'additional information' section.	
Is there any information we should take into account to enable us to give you a fair selection interview? If yes, please give details in 'additional information' section.	

9. DECLARATIONS	
Rehabilitation of Offenders Act 1974 Do you have any convictions not spent under this Act?	
Asylum & Immigration Act 1996 Under this Act we are obliged to ensure all employees are legally entitled to work in the UK. On appointment we will require documentation as evidence. Are you entitled to work in the UK?	
Are you related to any member of staff currently working for Fairway Furniture?	
If yes, please give details	
The information contained within this form will be held and processed in a computerised or manual filing system in line with the provisions of the Data Protection Act 1998.	

I declare that all information provided in this application is correct and I understand that if appointed this confirmation of its accuracy will form a condition of my employment contract. **If you are submitting this application form electronically, in the absence of your signature the e-mailing of this application constitutes your personal certification that the details in this application are correct.**	
Signed:	**Date:**

Additional Information:

(Please use this space to expand on any of the questions asked)

Equal Opportunities Monitoring

Fairway Furniture is working hard to be an Equal Opportunities Employer. The information provided on this sheet will help us to monitor how effectively we are working towards this goal.

Your responses to these questions will not be seen by anyone outside of the Recruitment and Human Resources department and will not be used at any stage of the selection process.

POST: Full Time Sales Consultant - Plymouth

ETHNIC ORIGIN:

I would describe my race or cultural origin as		Please tick (or Y)
White	British	
	Irish	
	Any other white background*	
Mixed	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Any other mixed background*	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Any other Asian Background*	
Black or Black British	Caribbean	
	African	
	Any other African background*	
Chinese	Chinese	
Other ethnic group	Other*	

* If you have ticked any of the boxes marked other please give details:

SEX:

☐ Male

☐ Female

RELIGION OR BELIEF:

☐ Christianity ☐ Buddhism ☐ Judaism

☐ Atheism ☐ Hinduism ☐ Sikhism

☐ Islam ☐ Jainism ☐ Other

☐ I do not wish to disclose my religion or belief