

# TJ HUGHES

because everybody loves a bargain

Please complete this form using BLOCK capitals

**STRICTLY CONFIDENTIAL**

**Position applied for**

**In our** **Store /Department**

## YOUR PERSONAL DETAILS

Title Mr/Mrs/Ms/Miss/Other (please state) Surname

Forenames

Home Address

Postcode

Telephone No. (including std code)

Please tick to confirm you are aged 16 years or over and legally allowed to leave school

Emergency Contact Name Contact Tel No.

Contact Address

Postcode

Relationship

Are you entitled to take up employment in the UK Yes  No

If you answered 'yes' and this is dependant on a work permit/visa, please give the date this expires. / /

*Please note you will be required to present documentary evidence of the right to work in the UK for example, in the form of a copy of your passport or proof of National Insurance number and birth certificate in accordance with section 8 of the Asylum and Immigration Act 1996.*

Do you have a criminal record (excluding spent convictions)? Please disclose court martial convictions, outstanding summonses or prosecutions. Yes  No  If yes, give details below.

Full Time <input type="checkbox"/> (please tick one) Part Time <input type="checkbox"/>		Mon	Tue	Wed	Thurs	Fri	Sat	Sun
	AM							
Please indicate when available to work	PM							

When could you start work with us?

Have you ever applied to or worked for TJ Hughes before?  
If so, give details.

Do you have other employment that you intend to continue?  
If so, give details.

Briefly indicate your spare time interests.

## YOUR EDUCATIONAL BACKGROUND

<b>Education</b> (include details of schools, colleges and/or universities attended, start with most recent first)	
Name of School	Exams taken and results (including grades)
<b>Professional Qualifications</b> (include NVQs, grade of membership and City & Guilds)	
<b>Training Courses</b> (include details of relevant training courses, external or in-house)	
<b>Special Skills</b> (e.g. IT, Languages, Word Processing etc)	
Please give details of any gaps in your education or employment history	

## YOUR EMPLOYMENT HISTORY

<b>Current/Last Employment</b>					
Name, address and business of employer	Dates		Job title(s)	Brief details of your roles	Current salary/ rate of pay
	From	To			
<b>Previous Employment</b> (start with the most recent)					
Name, address and business of employer	Dates		Job title(s)	Brief details of your roles	
	From	To			
Continue on a separate sheet if necessary					

## YOUR FUTURE AT TJ HUGHES

To help us decide whether you could be part of the TJ's team, please complete the following five sections. You may refer to situations in your business or private life.

### 1. Give examples of an occasion when you have had to deal with a difficult customer/person



### 2. Give an example of when and how you have made a real contribution to a team effort



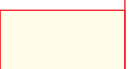
### 3. Give an example of where you provided excellent customer service



### 4. Give an example where you have had to find a new approach to solving a problem



### 5. Why do you want to join the team at TJ's



## REFERENCES

NOTE: References will not normally be taken up until after you have accepted our offer. Please give names and addresses for one work/education and one personal reference.

Work/Education	Personal
Name	Name
Address	Address
Postcode	Postcode
Email	Email
Fax No.	Fax No.
Telephone No.	Telephone No.

## DATA PROTECTION

I understand that the data I have given will be processed and used in accordance with the Data Protection Act 1998 and I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection.

I certify that the information on this application form is accurate and understand that any incorrect statement may lead to the withdrawal of an offer or termination of my employment.

**Signed**

**Date**

I also give permission for TJ Hughes to contact my referees only after an offer of employment has been made to me and accepted.

How did you hear about this vacancy? (please tick appropriate box)

Job Centre

Local Newspaper

Recruitment Poster

Recruitment Leaflet

National Newspaper

Trade Press

Word of mouth

Agency

Other (please specify)

## OFFICE USE ONLY

Date received / /

Score

Interview Date / /

Time :

Outcome

Regret  Offer  Hold

Due to high numbers of applications we receive, it is with regret that we are unable to respond to all applications and therefore will only contact shortlisted candidates.