



Completed application to be returned to: Human Resources Dept. UK Greetings, Mill Street East, Dewsbury WF12 9AW

Application to Join UK Greetings Merchandising Team

POSITION APPLIED FOR: **REF NUMBER:**

Please take your time to complete the application form and complete all sections in full.

UKG does not discriminate against men or woman whatever their race, religion or age. We welcome applications from disabled people.

How did you hear about the vacancy:

PERSONAL DETAILS

Surname: First Names:

Address: Telephone Number:

..... Home:

Postcode: Mobile:

National Insurance Number:

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|

Do You hold a current driving licence: Yes / No

Give details of any endorsements:

.....

HOURS & DAYS YOU CAN WORK

(Not applicable to Merchandising Manager applications)

The Merchandising role is part time & requires flexibility, please detail any times you are unavailable to work each week:

.....

Please indicate the maximum number of hours you are able to work each week:

In the boxes below, please detail the earliest start time & finish times you are able to work for each day of the week:

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|----|-----|-----|-----|-----|-----|-----|-----|
| AM | | | | | | | |
| PM | | | | | | | |

Would you accept temporary employment: Yes / No

Please give dates of any holidays booked:

Allowing for any notice period, what is the earliest date you would be able to start work with UKG:

YOUR EDUCATION

| School / College / University attended | Dates (To & From) | Subject / Qualification | Grades |
|--|-------------------|-------------------------|--------|
| | | | |

If still studying, please give your term time address:

.....

When will your course be completed:

Hobbies & Interests:

WORK EXPERIENCE

Please start with your current or most recent position. Please explain any gaps in employment.

| Dates From / To | Full Company Name & Address | Job Title | Main Responsibilities | Reason for Leaving |
|--------------------|--------------------------------|-----------|-----------------------|--------------------|
| | | | | |

PAY & BENEFITS

Salary or hourly rate in your most recent position:

Other Benefits: _____

ABSENCE / SICKNESS

Number of days absent within the last year:

Explain reason for absence:

SKILLS & EXPERIENCE

To support your application please detail any relevant skills and examples you feel would be helpful, ie:
Communication skills, Team Working, Administration ability etc...

TEAM CONTROLLER / MERCHANDISING MANAGER APPLICATIONS ONLY

Please provide details & relevant examples of your experience in the following:

Management & Supervisory Experience:

Recruitment & Interviewing Experience:

Working To Sales Targets & Deadlines:

SIGNED: **DATE:**

1. Your signature is an acknowledgement that all information provided is complete, correct and not misleading.

2. Your understanding that any offer of employment is subject to the receipt of satisfactory references.

3. Your authorisation for UKG to contact relevant authorities should we need to check other information concerning your application.

EQUAL OPPORTUNITIES APPLICATION MONITORING

UK Greetings is committed to equal opportunity. Selection or promotion is based on the applicants ability for the job. To help us monitor please could you provide us with the following information:

Name: Position Applied For:

Male Female Date of Birth:

Please delete accordingly Marital Status: Married / Single / Divorced / Separated / Widowed

Nationality, please state:

I would describe my ethnic origin as:

White Black Caribbean Black Other Indian
Bangladeshi Black African Pakistani Chinese
Irish Any other ethnic group (Describe)

In order that we may fulfil our responsibilities under the Disability Discrimination Act 1995, please indicate whether you may require any special facilities to assist you during the course of the selection process.

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Do you have permission to reside in the UK and undertake the type of work for which you are applying? Yes / No

Will you require a work permit? Yes / No

Have you ever been convicted of an offence which is not regarded as 'spent' under the rehabilitation of Offenders Act 1974 (As amended) Yes / No

If yes, please give details of the date(s) of offence(s) & sentence(s) passed

.....
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Have you previously worked for UK Greetings? Yes / No

If yes, please state position held, dates worked and reason for leaving:

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To comply with the Asylum & Immigration Act, applicants must bring documentary evidence of proof of identity to interview

UKG USE ONLY (To be completed at interview by Merchandising Manager / Team Controller)

Proof of ID checked: Yes / No Originals viewed & photo copies obtained: Yes / No

Type of ID viewed: Document No:

Type of ID viewed: Document No:

Type of ID viewed: Document No:

Comments: