



**Chelmsford Star**  
at the heart of essex

220 Moulsham Street, Chelmsford, Essex, CM2 0LS Tel: 01245 490101 Fax: 01245 494214  
E-mail: ann@chelmsfordstar.coop or trina@chelmsfordstar.coop • www.chelmsfordstar.coop

## APPLICATION FOR EMPLOYMENT

All details will be treated in the strictest confidence

Position applied for	
Department	

When are you available to work? <i>(please tick)</i>							
	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Early morning							
Morning							
Afternoon							
Evening							

### Personal Details

Title		Forenames		Surname	
Address & Postcode					
Telephone number				Mobile number	
National Insurance Number				E-mail	

Have you applied or worked for Chelmsford Star before?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Store/location					
Date from		to			

Have you any relatives that work for Chelmsford Star?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name					
Store/location					

### Health

If you have suffered any serious illness or injury please give brief details, and if so how many days sick this has caused you in the last 2 years	No. of days	
	Reason	

### Driving Record

Do you hold a current full UK Driving Licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any current Driving Convictions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details		

### Eligibility

Do you require a permit to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**Criminal Convictions**

Please detail any County Court Judgements (CCJ) which you may have. Spent convictions as defined by the Rehabilitation of Offenders Act 1974 can be excluded. Ex-offenders will be considered on their merits.

Date	Offence

**Special Requirements**

If you have a disability, please indicate any access/facility or special requirements (eg. ramps, special equipment etc.) that you would require, either at work or in order to attend for interview.

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**Qualifications**

Qualification	Subject	Grade

**Training and Development**

Name of Course/Qualification	Training/Learning Organisation

**Present/Most Recent Employment Details**

Employers Name & Address	Job Title	
	Start Date	
	End Date	
	Salary	
	Reason for Leaving	
	Required Notice Period	

Employers Name & Address	Job Title	
	Start Date	
	End Date	
	Salary	
	Reason for Leaving	

Employers Name & Address	Job Title	
	Start Date	
	End Date	
	Salary	
	Reason for Leaving	

Employers Name & Address	Job Title	
	Start Date	
	End Date	
	Salary	
	Reason for Leaving	

Employers Name & Address	Job Title	
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	End Date	
	Salary	
	Reason for Leaving	

Employers Name & Address	Job Title	
	Start Date	
	End Date	
	Salary	
	Reason for Leaving	

Employers Name & Address	Job Title	
	Start Date	
	End Date	
	Salary	
	Reason for Leaving	

## References

References will be applied for once an offer of employment has been made and accepted. Please provide details of your present and past employers. If you have not been employed, please give names and addresses of two referees (who are not friends or relatives) who would be able to provide a personal reference for you, e.g. Tutors/Head of Year etc. Completion of this section will be taken as consent to apply for references, however, your employment with the Society is subject to the receipt of satisfactory references.

Name	
Position/Title	
Address	
Postcode	
Telephone number	
E-mail	

Name	
Position/Title	
Address	
Postcode	
Telephone number	
E-mail	

Name	
Position/Title	
Address	
Postcode	
Telephone number	
E-mail	

## Data Protection

Upon receipt of your application form, Chelmsford Star Co-operative Society will be the Data Controller of your personal data. Chelmsford Star Co-operative Society will hold all 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 on to the Society's computerised database

In order to comply with the Data Protection Act 1988, please will you read and sign the declaration below.

### Declaration

I hereby give consent for Chelmsford Star Co-operative Society as my prospective employer, to hold, retain and process personal and sensitive information about me for recruitment purposes and in connection with any employment that I may obtain with Chelmsford Star. 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, an offer of employment may be withdrawn or I may be dismissed from employment by the Society without notice.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## EQUAL OPPORTUNITIES MONITORING FORM

Chelmsford Star is committed to being an equal opportunity employer. To assist us in monitoring our equal opportunity policy, please would you provide the following information.

This information will be treated as confidential, and will be used for monitoring purposes only.

### Personal Details

<i>(please tick)</i> Male <input type="checkbox"/> Female <input type="checkbox"/>	
Title	
First Name	
Surname	
Date of Birth	
Marital Status <i>(please tick)</i> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/>	

### Disability

Do you consider yourself to have a disability?  
 Yes  No

If yes, please describe the nature of your disability

### Ethnicity

To assist with our equal opportunities monitoring please complete both sections below, indicating one group from section A and one group from section B who you most identify with:

<p><b>Ethnicity - Section A</b> <i>(please tick)</i></p> <p>English <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Scottish <input type="checkbox"/></p> <p>Welsh <input type="checkbox"/></p> <p>Or any other <input type="checkbox"/></p> <p><b>Ethnicity - Section B</b> <i>(please tick)</i></p> <p><b>ASIAN</b></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Any other Asian background <input type="checkbox"/></p> <p><b>CHINESE</b></p> <p>Any Chinese background <input type="checkbox"/></p>	<p><b>BLACK</b></p> <p>African <input type="checkbox"/></p> <p>Caribbean <input type="checkbox"/></p> <p>Any other Black background <input type="checkbox"/></p> <p><b>MIXED ETHNIC BACKGROUND</b></p> <p>Aisian and White <input type="checkbox"/></p> <p>Black African and White <input type="checkbox"/></p> <p>Black Caribbean and White <input type="checkbox"/></p> <p>Any other Mixed Ethnic background <input type="checkbox"/></p> <p><b>WHITE</b></p> <p>Any White background <input type="checkbox"/></p> <p><b>ANY OTHER ETHNIC BACKGROUND</b></p> <p>Any other Ethnic background <input type="checkbox"/></p>
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### Religion

To which of the following religions, bodies or belief systems, if any, do you belong or affiliate with?

*(please tick)*

Christian <input type="checkbox"/>	Sikh <input type="checkbox"/>
Buddhist <input type="checkbox"/>	Other <input type="checkbox"/>
Hindu <input type="checkbox"/>	I have no religious beliefs <input type="checkbox"/>
Jewish <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Muslim <input type="checkbox"/>	