

220 Moulsham Street, Chelmsford, Essex, CM2 0LS
Tel: 01245 490101
Email: hr@chelmsfordstar.coop
Web: www.chelmsfordstar.coop

APPLICATION FOR EMPLOYMENT

DETAILS WILL ONLY BE USED FOR THE PURPOSES OF EMPLOYMENT AND NOT SHARED WITH ANY 3RD PARTY

Position applied for _____
Store(s) _____
Department _____

Full time Part-time (please tick)

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

Total number of hours required

Personal Details

Title		Forenames		Surname	
Address line 1					
Address line 2					
Town/City					
County				Post Code	
Telephone No.	Home			Mobile	
E-mail					
National Insurance Number				Unique Learner Number	

Have you applied or worked for Chelmsford Star before?

Yes No

Store Location _____
Date From _____ to _____

Have you any relatives that work for Chelmsford Star?

Yes No

Name _____
Store Location _____

Are you eligible to work in the UK?

Yes No

Driving Record

Do you hold a current full UK driving licence?

Yes

No

Do you have any current Driving convictions?

Yes

No

If yes, please give details/endorsement codes. _____

Criminal Convictions

Please indicate whether you have any unspent convictions. Spent convictions as defined by the Rehabilitation of Offenders Act 1974 can be excluded. Ex-offenders will be considered on their merits.

Yes

No

Education

Qualification	Subject	Grade	Predicted Grade	Institution

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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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	
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	Start Date	
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	Start Date	
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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	
	Required notice period	

Consent to apply for References

Employment with the Society is subject to satisfactory references. Do you give consent to Chelmsford Star Co-operative Society Ltd to process the information given overleaf, to contact and to obtain references from your previous employers?

Yes

No

References

References will be applied for once consent is given, and once an offer of employment has been made and accepted. Please provide details of two employers to include current employer and/or most recent. If you have not been employed, please provide details 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.

Name of Referee	
Position/Title	
Address	
Post Code	
Telephone No.	
E-mail	

Name of Referee	
Position/Title	
Address	
Post Code	
Telephone No.	
E-mail	

Data Protection

Chelmsford Star Co-operative Society Ltd (the Society) is the data controller for the personal data submitted in this form. Your data will be used in accordance with the Society's Colleague Privacy Policy. The full policy can be viewed at www.chelmsfordstar.coop/society/careers . A hard copy of the Privacy Notice is also available upon request.

We will keep and use your data to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of the Society and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability. The policy also provides details of how to complain.

If you require further information please write to Secretary, 220 Moulsham Street, Chelmsford, Essex, CM2 0LS.

Declaration

I hereby give consent for Chelmsford Star Co-operative Society Limited as my prospective employer, to hold, retain and process the personal and sensitive information about me for recruitment purposes and relating to 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* _____

Please return completed applications to hr@chelmsfordstar.coop

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 only be used for monitoring purposes. Unsuccessful applicant's data will be anonymised after 3 years or when you instruct us to stop processing. Further details can be found in the Society's Colleague Privacy notice (www.chelmsfordstar.coop/society/careers). This information is not a mandatory requirement.

Personal Details

<input type="checkbox"/>	Male	<input type="checkbox"/>	Female <i>(Please tick)</i>
Title			
First Name			
Surname			
Date of Birth			

Disability

Do you consider yourself to have a disability?

Yes No

If Yes, please describe the nature of your disability.

Ethnicity

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

Ethnicity - Section A (please tick)

English	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Scottish	<input type="checkbox"/>
Welsh	<input type="checkbox"/>
Or any Other	<input type="checkbox"/>

Black

African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>

Mixed Ethnic Background

Asian and White	<input type="checkbox"/>
Black African and White	<input type="checkbox"/>
Black Caribbean and White	<input type="checkbox"/>
Any other mixed Ethnic background	<input type="checkbox"/>

Ethnicity - Section B (please tick)

Asian

Bangladeshi	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

White

Any White background	<input type="checkbox"/>
Any other Ethnic background	<input type="checkbox"/>

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"/>		

Please indicate your consent below for Chelmsford Star Co-operative Society to process the data contained within this form for the purpose of Equal Opportunity monitoring. *(please tick)*

Yes No