



STRICTLY CONFIDENTIAL

BRAND NAME:

Grafton Merchants GB Ltd
Gemini One,
5520 Oxford Business
Park South,
Cowley,
Oxford, OX4 2LL
Tel: 01865 871700
Fax: 01865 712662

Member of Grafton Group plc

Name of applicant:
Position applied for:
Job Ref No:

Personal Information (Confidential)

(Please complete all sections in your own handwriting)

1. Personal Details

Title: First Name(s): Surname Name:
Previous Name (if applicable):
Address:
Post Code:

Contact details: (Please tick preferred contact detail)
Email address:
Telephone Home Business Mobile:
Do you hold a current driving licence? Yes No
Is it a Full/Provisional/LGV/PCV licence?
Do you have any criminal convictions other than those spent? Yes No
If Yes, please give details:

2. Employment

Have you previously worked for us? Yes No If Yes, when?
Have you any friends or relatives working for us? Yes No
If Yes, please give names and relationship:
Please give an indication of your salary expectation:

Personal Information Continued (Confidential)

3. Employment history

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.

Employer (name & full address)	Jobs held/Key achievements	Reason for leaving

Personal Information Continued (Confidential)

4. Educational, Technical and Professional Qualifications

Please name any institute or professional body in full and include attainment level

5. Personal Development

Personal Development (include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable)

Personal Information Continued (Confidential)

6. Residency

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes No

If Yes, please provide details:

If you are successful in your application, would you require a work permit prior to taking up employment? Yes No

7. References

Please indicate two people who can provide references - one of whom should preferably be your present/most recent employer:

Name:	Name:
Address:	Address:
Tel No:	Tel No:
Email:	Email:
Occupation:	Occupation:
I give/do not give permission to take up my references prior to an offer of employment being made (delete clearly as appropriate)	I give/do not give permission to take up my references prior to an offer of employment being made (delete clearly as appropriate)

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

8. Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal. By signing this form I agree that Grafton Merchanting GB Ltd may apply to a credit agency for confirmation of my financial status.

Signature: _____ Date: _____

Interview Notes

For office use only

Division:

Application received:

To department:

Shortlisted:

References taken up:

Interview Yes No

Letter/phone date:

Interview date:

By:

Comments:

Result:

Advised:

Offer letter:

Start date:

References taken up:

Application source Newspaper Job Centre Agency Website

PLEASE RETURN THIS APPLICATION FORM TO:

Equal Opportunity Monitoring

Grafton Merchants GB Ltd is committed to Equal Opportunities and in order to monitor our Policy it would be helpful if you would tick the appropriate boxes below to indicate your gender, ethnic origin, and whether you consider yourself disabled. The ethnicity classifications used are as recommended by the Commission for Racial Equality.

In order that our information is as comprehensive as possible, we hope that you will complete this form. However, if you are unwilling to do so, we would be grateful if you would return the form, ticking the box 'Decline to Answer'.

Name: _____

Branch: _____

Decline to answer

ETHNICITY Male Female

White British

White Irish

White Other (please specify)

Mixed White & Black Caribbean

Mixed White & Black African

Mixed White & Asian

Mixed Other (please specify)

Black/Black British African

Black/Black British Caribbean

Black/Black British Other (please specify)

Asian/Asian British Indian

Asian/Asian British Pakistani

Asian/Asian British Bangladeshi

Asian/Asian British Other (please specify)

Chinese

Other Ethnic Group (please specify)

Do you consider yourself to have a disability? Yes No

RELIGIOUS BELIEF

Christian

Jewish

Hindu

Sikh

Islam

Buddhist

Atheist

Other -

Please specify:

NOTES - FOR OFFICE USE ONLY



Grafton Merchants GB

Grafton Merchants GB Ltd
Gemini One, 5520 Oxford Business Park South, Cowley, Oxford, OX4 2LL
Tel: 01865 871700 Fax: 01865 712662
Member of Grafton Group plc