

APPLICATION FORM

Application for employment as

Surname/family name
(Block letters)

Other names

Address (inc postcode)

Telephone and mobile

E mail

Where did you see this vacancy advertised?

Please state days and hours that you are available to work

Secondary and Higher Education - Start with most recent and continue on a separate sheet if needed.

Dates		School, College or University	Examinations taken, qualifications gained
From	To		

Training Courses/professional qualifications gained

Employment History -

Please provide details of all previous employment starting with your most recent employer. Continue on a separate sheet if needed.

Dates		Employer's name and address	Position held and brief details of duties	Current/final salary and reason for leaving
From	To			

Have you ever been convicted of a criminal offence? YES/NO
 (declaration subject to the Rehabilitation of Offenders Act 1974)

Please let us know if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.

Are there any dates when you will not be available for interview

Please provide us with the contact details of two referees, one of whom should be your current employer, however, no approach will be made to without your permission

Name: Address:	Name: Address:
Contact tel no.	Contact tel no.
Email address: (if known)	Email address: (if known)

Is there anything else that you would like to tell us about yourself which may be of interest (hobbies, interests, achievements.) Continue on a separate sheet if needed.

Sales Ambassador Role

Main Purpose To achieve an agreed level of sales by providing a first class service and experience for all customers through understanding and meeting their needs and demonstrating the core values of the company.

1. Describe an example or situation when you have gone out of your way to meet customers' needs e.g. what did you do? What was important to you in this situation?

2. What do you believe are the three most important qualities of a Sales Ambassador at David M. Robinson and why?

3. What personal qualities would you bring to the role?

Successful candidates will be offered the job on the understanding that they are eligible to work in the UK.

I can confirm that to the best of my knowledge the above information is correct. I accept that by providing deliberately false information could result in my dismissal.

Signed

Date

Equal Opportunities Monitoring Form

David M Robinson is an equal opportunities employer.

We have an equal opportunities policy which aims to ensure that no job applicant receives less favourable treatment on irrelevant grounds (e.g. sex, race, colour, ethnic or national origins, age, disability, religious, sexual orientation or marital status), nor is disadvantaged by conditions or requirements which cannot be shown to be justified and relevant to the job.

To enable the company to monitor the effectiveness of this policy, applicants are asked to complete this monitoring form. This information is used solely for the purpose of monitoring recruitment and selection practices and forms no part of the selection procedure. Please return the form with your application to the HR department. The monitoring form will be separated from the application in the Graduate Schools Office and will not be forwarded to the recruiting manager.

Surname/Family Name First Name

Date of Birth

Please select one which best describes you:

Gender: Male Female

Disability: do you consider yourself disabled? Yes No Information refused

Ethnic origin: Please choose one section from (a) to (e) and then place a tick in the appropriate box to indicate your cultural background or complete the free text.

(a) White

British Irish Any other white background.....

(b) Mixed

White and Black Caribbean White and Black African
White and Asian Any other mixed background

(c) Asian or Asian British

Indian Pakistani Bangladeshi
Any other Asian background

(d) Black or Black British

Caribbean African Any other Black background.....

(e) Chinese or Other ethnic group

Chinese Any other

(f) Unwilling to supply information