



## APPLICATION FORM

Please complete all parts of this form in BLOCK CAPITALS

### About You

Title and First Name/s	Full Address	
Surname	Postcode	
Position applied for	National Insurance Number	
Job Reference Number	Home Number	Mobile Number
	Email Address	

### About Your Work History

Starting with your most recent job, please briefly indicate your work history. Please enter your last three employers. The Company reserves the right to approach all former employers and will approach the last two employers for a reference once you have been offered employment. Any offer of employment will be conditional upon the receipt of satisfactory references.

#### PLEASE COMPLETE IN FULL ALL SECTIONS

<b>Present / Last Employer</b>	From	Job Title
	To	Salary / Hourly Rate
Full Address	Name of Manager	
	Telephone Number	
	Email Address	
	Postcode	
<b>Duties and Responsibilities</b>		
<b>Reason for Leaving</b>		

## About Your Work History

<b>Previous Employer</b>	From	Job Title
	To	Leaving Salary / Hourly Rate
Full Address    Postcode	Name of Manager	
	Telephone Number	
	Email Address	
	<b>Duties and Responsibilities</b>	
<b>Reason for Leaving</b>		

<b>Previous Employer</b>	From	Job Title
	To	Leaving Salary / Hourly Rate
Full Address    Postcode	Name of Manager	
	Telephone Number	
	Email Address	
	<b>Duties and Responsibilities</b>	
<b>Reason for Leaving</b>		

We require a full record of your employment. If there are any gaps in your employment please indicate below (*please use a separate sheet if required*)

Employer's Name	Job Title	Employment From/To	Reason for Leaving

## Education and Professional Qualifications

Please give details of secondary school, further education and any professional qualifications gained

School / Academic Establishment	Qualification Gained	Grades

### Details of membership to any professional bodies

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## Other General Information

**Availability to work** (Please complete table below)

I am available	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Earliest Start Time							
Latest Finish Time							

Are you applying for a Full or Part-Time job? FT  PT  No of Hours =

Are you related to anybody who works for the Cohens Group? YES  NO   
*If Yes please give details*

Do you hold a full driving licence? YES  NO  Does your insurance include business use? YES  NO

Would you be prepared to use your vehicle in the course of your job if necessary? YES  NO

Do you have any other employment that you intend to continue if you are successful? YES  NO   
*If Yes please describe the nature of that employment including the days and hours you are committed to work*

Have you ever been convicted of a criminal offence which is not considered SPENT under the Rehabilitation of Offenders Act 1974?  
*If so please give details*

## About your Skills, Knowledge and other attributes

Please tell us why you have chosen to apply for a position with the Cohens group (including why you feel you are suitable for the position you have applied for)

Please provide additional information to support your application (i.e details of your key attributes and key achievements/skills which are applicable to your application)

Please give details of when you have been an effective team member and your contributions

## About your right to work in the UK

Do you require a work permit to work in the United Kingdom?    YES     NO

If so you will be required to produce identification to prove you are eligible to work in the UK. You will be advised which documents to bring when you are invited to an interview.

## Declaration

I declare that all the information I have given is true to the best of my knowledge and belief. I understand that if I have given any information I know to be false or failed to disclose information I know to be relevant, it may lead to my application being rejected or, if I have been appointed, to my dismissal. I understand that any offer of employment is subject to the receipt of satisfactory references and receipt of proof of my right to work in the UK.

Signature..... Print Name ..... Date.....

**IF YOU DO NOT HAVE A RESPONSE FROM US WITHIN 3 WEEKS OF APPLYING PLEASE ASSUME THAT UNFORTUNATELY ON THIS OCCASION YOU HAVE NOT BEEN SUCCESSFUL**

*Please post this application from to:*

**HR Department, Cohens Group, Lynstock House, Lynstock Way, Lostock, Bolton BL6 4SA**

*or email to:*

**recruitment@cohenschemist.co.uk**

(Please quote the **job reference number** in the subject box of the email for your application to be processed)

**www.cohenschemist.co.uk**