

## EDUCATION & QUALIFICATIONS

NAME/LOCATION OF SCHOOL/COLLEGE	DATES From-To	EXAMINATIONS PASSED/QUALIFICATIONS OBTAINED Please give full details including grades
SECONDARY		
COLLEGE/UNIVERSITY		
ADDITIONAL TRAINING (Subsequent)		

Note: If successful in your application all examination certificates will be required for inspection by the Company. Photocopies with this application would be appreciated.  
Please list any foreign languages spoken or written, indicating degree of fluency \_\_\_\_\_

## GENERAL

Do you have proof of your entitlement to work in the UK ? YES NO

**Please Note:** You must be able to prove your eligibility to work in the UK by providing the necessary documentation, such as a passport, birth certificate registered in the UK or Republic of Ireland or similar document of proof (Further details can be found on the government website at [www.gov.uk/legal-right-work-uk](http://www.gov.uk/legal-right-work-uk)). If you are selected for interview please bring the necessary document(s) with you.

If necessary would you be prepared to relocate ? YES NO

If the role you applied for involves driving duties please indicate whether you hold a full driving licence and whether the licence holds any unexpired/pending endorsements. YES NO If yes, please state endorsements below.

If possible, please provide a photocopy with this application.

OFFENCE	DATE OF OFFENCE	SENTENCE INCURRED
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Have you been convicted of a criminal offence that is not regarded as spent under the Rehabilitations of Offenders Act ? YES NO

if YES, please specify here \_\_\_\_\_

What are your main interests outside work ? \_\_\_\_\_

Do you require any reasonable adjustments to be made for the interview process ? YES NO if YES, please specify below.

Please give the name, postal and email address, and position of a person whom we may contact for a personal reference.

## DECLARATION

I declare that the information given by me is true.

I understand that it may be a criminal offence to attempt to obtain employment by deception and that any misrepresentation, omission of a material fact or deception will be cause for immediate cancellation of consideration for employment.

I understand that should I be offered a job a reference will be taken up with my current employer and previous employers, and I understand that if an unsatisfactory reference is received after I have accepted a role with the Company, that the Company may terminate my offer of employment.

## DATA PROTECTION

The information you provide in this application, and any other information obtained or provided during the course of the recruitment process will be used solely for the purpose of assessing your application, in accordance with Data Protection legislation and the General Data Protection Regulation 2018 (GDPR). The GDPR is very specific with regard to how companies record, store and use an individual's personal data. Before submitting your application, please read our **Recruitment Data Privacy Policy at [www.jhs.co.uk/recruitment-policy](http://www.jhs.co.uk/recruitment-policy)**. This notice sets out our policy relating to the collection and use of your personal data for recruitment purposes. Please confirm by checking the box below that you have read and accepted the terms specified within the Recruitment Data Privacy Policy.

I agree to the terms specified within the Recruitment Data Privacy Policy.

Signed \_\_\_\_\_



# john hornby skewes & co. ltd.

SALEM HOUSE, PARKINSON APPROACH, GARFORTH, LEEDS LS25 2HR, ENGLAND.  
TEL: (0113) 2865381 FAX: (0113) 2868515 E-MAIL: [info@jhs.co.uk](mailto:info@jhs.co.uk) Web: [www.jhs.co.uk](http://www.jhs.co.uk)

OUR PREMISES  
HAVE BEEN  
DESIGNATED A  
NO SMOKING AREA

Manufacturers, Exporters and Importers of Musical Merchandise, Instrument Amplification and Pro Audio Equipment  
Wholesale Distributors to the Retail Music Trade

## APPLICATION FOR EMPLOYMENT

**PLEASE NOTE: In order for your application to be considered all sections of this form MUST BE FULLY COMPLETED CAREFULLY BY YOU.**

Please attach any further information and/or documents you wish to be considered.

First name(s) \_\_\_\_\_ Surname \_\_\_\_\_

Position applied for \_\_\_\_\_ Salary expected £ \_\_\_\_\_ per annum/week

Other position(s) you would consider \_\_\_\_\_

Have you previously applied for any position with John Hornby Skewes & Co. Ltd., or any of its associate companies? Yes No

If yes, please state: where, when, position applied for, outcome \_\_\_\_\_

From what source did you learn of this vacancy ? \_\_\_\_\_

What attracts you to this vacancy ? \_\_\_\_\_

What are the strongest qualities you feel you have for this vacancy ? \_\_\_\_\_

How soon will you be available for work ? \_\_\_\_\_

Present Home Address \_\_\_\_\_

Tel. No: Home \_\_\_\_\_ Mobile \_\_\_\_\_ Work (if convenient) \_\_\_\_\_

Email \_\_\_\_\_

If you have a personal website and would like to give us the details, please do so here \_\_\_\_\_

Name, address and telephone number to contact in case of emergency \_\_\_\_\_

Please continue overleaf

## FOR OFFICE USE ONLY

Job Ref. No. \_\_\_\_\_

Interview arranged for \_\_\_\_\_ am/pm \_\_\_\_\_ day \_\_\_\_\_ Year \_\_\_\_\_

With \_\_\_\_\_

Result: (a) Offer made on (date) \_\_\_\_\_

as (title) \_\_\_\_\_

at (salary) £ \_\_\_\_\_ per annum/week

(b) Not proceeding \_\_\_\_\_ Applicant notified (date) \_\_\_\_\_

Offer accepted/declined (date) \_\_\_\_\_

References applied for (dates)(i) \_\_\_\_\_ (ii) \_\_\_\_\_ (iii) \_\_\_\_\_

References received (dates) (i) \_\_\_\_\_ (ii) \_\_\_\_\_ (iii) \_\_\_\_\_

Starting date \_\_\_\_\_ P45 received/NI No. confirmed (date) \_\_\_\_\_

Details noted in personnel records (date) \_\_\_\_\_

Date completed form received

**EMPLOYMENT RECORD**

- NOTES:
1. If you are still at school/college/university and have had no work experience ignore this section but, if appropriate, mention any relevant information in the space at the foot of the opposite page.
  2. Please start with your current or most recent employment and work backwards through your career.
  3. Please specify separately under salary, details of any other remuneration benefits received.

Are you employed at present ? YES/NO

Are you under notice ? YES/NO If YES, for what reason \_\_\_\_\_

Please note:  
To enable us to be able to consider your application, a full employment and/or activity history is required, from your present or last employment to your date of starting full time education. (See back page for educational section of your history).

From – To (month & year)	Employers name, full address, telephone no. and nature of their business	Position(s) Held	Salary (Please be accurate)		Responsibilities and activities – please be explicit	Reason(s) for leaving
			Starting	Final/Current		
	Present employment					
	Previous employment					
	Previous employment					
	Previous employment					
	Previous employment					
	Previous employment					
	Previous employment					
	Previous employment					

Please state here details of any special experience or interests which you consider make you especially suitable for the post you are applying for. Please continue on a separate sheet if necessary.

For office use only  
Remarks: