

manhattan

FURNITURE FOR KITCHENS

All applicants who meet the requirements advertised will be given fair and equal consideration, regardless of race, sex, colour, creed, nationality, ethnic origin, marital status, sexual orientation, religion, age or disability. This form must be completed fully and honestly. If not applicable please write "Not Applicable" in the space provided.

| APPLICATION FOR EMPLOYMENT | |
|---|--|
| POSITION APPLIED FOR | |
| DATE OF APPLICATION | |
| WHERE DID YOU SEE THE POSITION ADVERTISED? | |
| HAVE YOU APPLIED FOR EMPLOYMENT AT MANHATTAN BEFORE? PLEASE GIVE DETAILS. | |
| DO YOU HAVE FRIENDS/RELATIVES EMPLOYED BY MANHATTAN? PLEASE GIVE DETAILS. | |

| PERSONAL DETAILS | | | |
|------------------|--------------------------------|-------------|----------------|
| TITLE | Mr / Ms / Mrs / Miss* | GENDER | Male / Female* |
| FORENAME | | | |
| SURNAME | | NATIONALITY | |
| HOME ADDRESS | CURRENT ADDRESS (IF DIFFERENT) | | |
| POST CODE | | POST CODE | |
| TELEPHONE NO. | | MOBILE NO. | |
| E-MAIL ADDRESS | | | |

*Delete as appropriate

| DOES ANY ENDORSEMENT ON YOUR PASSPORT RESTRICT YOUR TIME OR EMPLOYMENT IN THE UK? |
|--|
| <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please give details. |

Note: in order to comply with UK statutory requirements, Manhattan will require sight of original documents that confirm your eligibility to be employed in the United Kingdom. For details, see page 5.

| EDUCATION & QUALIFICATIONS <i>(starting with most recent)</i> | | |
|---|--|---------|
| SCHOOL, COLLEGE, UNIVERSITY <i>(Name & Address)</i> | RESULTS <i>(Exams passed, courses undertaken)</i> | SUBJECT |
| | | |
| | | |

| | |
|---|--|
| | |
| Reference: Name and position <i>(this will not be taken up without your permission)</i> | |

| Employment History contd | |
|---|----------------------|
| Company: | Positions held: |
| Address: | |
| Nature of business: | Reasons for leaving: |
| Employment dates From: To: | |
| Reference: Name and position <i>(this will not be taken up without your permission)</i> | |

| | |
|---|----------------------|
| Company: | Positions held: |
| Address: | |
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| Employment dates From: To: | |
| Reference: Name and position <i>(this will not be taken up without your permission)</i> | |

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| | |
|---------------------|----------------------|
| Company: | Positions held: |
| Address: | |
| Nature of business: | Reasons for leaving: |

| | |
|---|--|
| Employment dates From: _____ To: _____ | |
| Reference: Name and position <i>(this will not be taken up without your permission)</i> | |

RELEVANT EMPLOYMENT EXPERIENCES

LEADERSHIP
(Use the space below to provide evidence of a situation in which you have shown your leadership qualities)

TEAM WORK
(Use the space below to provide evidence of a relevant team working experience)

PROBLEM SOLVING
(Use the space below to describe a problem you have faced and the actions that you took to overcome it)

PERSONAL INTERESTS & ACHIEVEMENTS
(Use the space below to tell us about your spare time activities)

WHAT ATTRACTS YOU TO WORKING AT MANHATTAN?

WHY DO YOU THINK YOU ARE SUITED TO THIS VACANCY?

WHEN WOULD YOU BE AVAILABLE TO START?

DO YOU HAVE ANY HOLIDAY COMMITMENTS THIS YEAR? If yes, please detail.

DECLARATION

I authorise the Company to obtain references to support this application once an offer has been made and accepted and release the Company and referees from any liability caused by giving and receiving information. I declare that the information given on this form is true and accurate to the best of my knowledge and belief and I understand that any false statement may disqualify me from employment or render me liable to dismissal. I give my consent to my personal information being processed in relation to my application for employment.

Important Notice: *the information given to Manhattan Furniture in this form will only be used in relation to your application for employment. By signing this declaration you are giving us your express consent to retain and process this information under the Data Protection Act 1998.*

Signature

Date

IMPORTANT NOTE

To prove your eligibility for employment in the United Kingdom and at Manhattan, you must be able to provide

Either, ONE original document from the following list

- ✍ UK passport
- ✍ EEA passport
- ✍ EEA national identify card
- ✍ Passport or other travel document endorsed to show that you are permitted to stay indefinitely in the UK
- ✍ Passport or travel document endorsed to show that you are permitted to stay in the UK and allowed to do the type of work under offer
- ✍ Application Registration Card issued to you by the Home Office

OR, one of the following combinations of TWO original documents

Combination One

- ✍ Work Permit issued by Work Permits UK; AND EITHER
 - Passport or travel document endorsed to show that you are permitted to stay in the UK, OR
 - Letter issued by Home Office confirming that you are permitted to stay in the UK

Combination Two

- ✍ An official document bearing your National Insurance Number; AND EITHER
 - A birth certificate, OR
 - Letter issued by Home Office confirming that you are permitted to stay in the UK, OR
 - An immigration status document