



# Employment Application Form

If you require help in completing this form please ring 01543 468888 and ask for the HR Department. It is the company's policy to employ the best qualified personnel who are suitable and acceptable to perform the post applied for. The company is committed to providing equal opportunities for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex or marital status or disability.

## KEY INFORMATION

Position Applied For:..... Ref Number:.....

Title:..... Surname:.....

Forenames:.....

Address:.....

.....

..... Postcode:.....

Contact Numbers:.....

Email Address:.....

National Insurance Number:

Do you have any friends or relatives currently employed by the Newlife Group?.....

## CURRENT EMPLOYMENT

Company:..... Job Title:.....

Period of Employment:..... From:..... To:.....

Reasons for seeking other employment:.....

Responsibilities:.....

..... Period of Notice:.....

Current or Final Salary:..... Salary Sought (if different):.....

## PREVIOUS EMPLOYMENT

1. Employer:..... Start Date:.....

Period of Employment:..... From:..... To:.....

Job Title:..... Reason for Leaving:.....

Responsibilities:.....

.....

Finishing Salary:.....

**PREVIOUS EMPLOYMENT CONTINUED**

**2.** Employer:..... Start Date:.....  
 Period of Employment:..... From:..... To:.....  
 Job Title:..... Reason for Leaving:.....  
 Responsibilities:.....  
 .....  
 Finishing Salary:.....

**3.** Employer:..... Start Date:.....  
 Period of Employment:..... From:..... To:.....  
 Job Title:..... Reason for Leaving:.....  
 Responsibilities:.....  
 .....  
 Finishing Salary:.....

**EDUCATION, TRAINING & PROFESSIONAL QUALIFICATIONS (INC FIRST AID TRAINING)** Please begin with your most recent qualification

| SCHOOL/COLLEGE/UNIVERSITY | QUALIFICATION OBTAINED | DATE OBTAINED |
|---------------------------|------------------------|---------------|
|                           |                        |               |

**EXPERIENCE, SKILLS & INTERESTS** (Particularly shows those relevant to the post you are applying for)

.....  
 .....  
 .....  
 .....  
 .....

**OTHER PARTICULARS**Have you ever been convicted of a criminal offence? ..... Yes:  No: 

If yes, please provide details:.....

We reserve the right to carry out a police check where necessary.

Do you need a work permit to work in the UK? ..... Yes:  No: If offered the position, do you intend to continue working in any other capacity? ..... Yes:  No: 

If yes, please provide details:.....

Are there any reasonable adjustments which you feel should be made to the recruitment process to assist your application? .... Yes:  No: Are there any reasonable adjustments which may need to be made to the job itself to enable you to carry out your daily duties? ..... Yes:  No: **REFEREES**

A written reference from 2 previous employers and 1 character reference from a professional person ie Doctor/Teacher, will be required if any offer of employment will be subject to these being received promptly and being satisfactory. If you have not been in previous employment a school/college reference will be required as an alternative plus 1 character reference.

Referee 1 Name: ..... Job Title: .....

Company Name: ..... Full Address: .....

.....

..... Postcode: .....

Referee 2 Name: ..... Job Title: .....

Company Name: ..... Full Address: .....

.....

..... Postcode: .....

Referee 3 Name: ..... Job Title: .....

Company Name: ..... Full Address: .....

.....

..... Postcode: .....

**DATA PROTECTION ACT 1998:** The information you provide will be held in accordance with provisions of the Data Protection Act 1998, Newlife Trading and Newlife Foundation for Disabled Children with are registered data controllers under the act.

**DECLARATION:** I confirm that the information given on this form is to the best of my knowledge, true and complete. Any false statement may be sufficient for rejection or, if employed, dismissal.

Signature: ..... Date: .....

Unless a reply is received from Newlife within 6 weeks of the application being received, the applicant should assume to be unsuccessful. This policy is in force to cut the cost of postage for this charitable company and the application form will be destroyed. Completed application forms must be returned by post/hand in a sealed envelope marked - 'Private and Confidential, Human Resource Department'.

# Sales and Customer Services

## Vacancies Availability Form

The Newlife Superstore is open around 79 hours per week on the following shift pattern.

In order to help us understand your availability for these shifts we need you to complete this additional form and send it in with your application. When awarding contracts we offer **regular contracted hours** and we also record **extra contracted hours**. The regular hours are those you will normally work each week.

The extra contracted hours are to help cover sickness and holidays etc so it is important for us to know when you are available to cover for other staff (as they in turn will cover any absence or holiday you have/request).

Our normal shift pattern is:

| Day       | Daytime Shift | Evening Shift |
|-----------|---------------|---------------|
| Saturday  | 09.30 - 14:30 | 14:20 - 08:05 |
| Sunday    | 11:00 - 17:00 | XXXXXXXXXX    |
| Monday    | 09.30 - 17:00 | 16:50 - 10:05 |
| Tuesday   | 09.30 - 17:00 | 16:50 - 10:05 |
| Wednesday | 09.30 - 17:00 | 16:50 - 10:05 |
| Thursday  | 09.30 - 17:00 | 16:50 - 10:05 |
| Friday    | 09.30 - 17:00 | 16:50 - 10:05 |

Please note:

- 1) We only close 3 days per annum (Easter Sunday, Xmas day and New Years day)
- 2) Bank holidays we do not normally work the evening shift.
- 3) Please note the start and end times of shifts are not flexible
- 4) We normally require our staff to work at least 2/3 shifts per week, we rarely offer contracts for less than this number of shifts.

Your availability table:

| Day                               | I am regularly available to work the following shifts |               | I can occasionally work extra hours on the following shifts |               |
|-----------------------------------|---|---------------|---|---------------|
|                                   | Day Shift   | Evening Shift | Day Shift   | Evening Shift |
| Shift (Please tick, if available) |   |               |   |               |
| Saturday                          |   |               |   |               |
| Sunday                            |   | XXXXXXXXXX    |   | XXXXXXXXXX    |
| Monday                            |   |               |   |               |
| Tuesday                           |   |               |   |               |
| Wednesday                         |   |               |   |               |
| Thursday                          |   |               |   |               |
| Friday                            |   |               |   |               |

Post your application form to  
**Newlife Centre,**  
**Hemlock Way,**  
**Cannock,**  
**Staffordshire,**  
**WS11 7GF:**

Name: ..... Date: .....

Signed: .....



# Newlife Foundation for Disabled Children

Disabled children have been at the heart of the charity since 1991. As more babies and children survive conditions, accidents and infections etc. more children face enduring disability. Newlife Foundation cares for all disabled and terminally ill children.

Newlife gives practical support for disabled children throughout the UK, cares for the carers, funds medical research, creates awareness and campaigns for change.

Originally we focussed on those children born with a condition. In August 2008 we changed our name (formerly BDF/Birth Defects Foundation) and widened the scope of the charity to help more children.

**All this is done with passion and integrity.**

Our services are led by professional Nurses and our record in funding research is excellent. We give equipment grants quickly and with the child's needs uppermost in our minds. Our awareness raising and campaigns put children and their families first in people and decision maker's minds. We keep costs low and we are one of the few charities who openly give donors the chance to ensure 100% of their donation or fundraising reaches what they want to fund, with no admin costs taken out.

We are a very practical charity so much of the work we do affects the real life daily experiences of families and children. We receive no government funding and so we are very grateful to those who support us.



**Newlife Centre**  
Hemlock Way, Cannock,  
Staffordshire WS11 7GF



Tel: 01543 468888/462777



Email: [info@newlifecharity.co.uk](mailto:info@newlifecharity.co.uk)

 [www.newlifecharity.co.uk](http://www.newlifecharity.co.uk)

## FOR OFFICE USE ONLY

Application Received Date: ..... First Interview Date: .....  
Second Interview Date: ..... Offer Letter Sent: .....