



## APPLICATION FOR EMPLOYMENT – H. A. McPARLAND LTD.

APPLICATION FOR THE POST OF \_\_\_\_\_  
PHARMACY LOCATION(S) \_\_\_\_\_

### RECRUITMENT POLICY

It is our policy to consider all applications on the basis of merit and ability, irrespective of ethnic origin, race, colour, gender, disability, age, marital status, religious belief, sexual orientation or offending background (subject to the relevance of the position).

### DATA PROTECTION

The information you give us is covered by the Data Protection Act. Information will be kept confidential and will be used only for the purpose of assessing your suitability for the post you are applying for.

Please complete this form accurately and thoroughly to provide yourself with the best chance of obtaining an interview. Information may be added to a separate sheet where necessary.

### COMPLETED APPLICATION FORMS

Please return your completed application form to 'The Manager' at the Pharmacy

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### PERSONAL DETAILS

Surname or Family Name: \_\_\_\_\_

Title: \_\_\_\_\_ Forename(s) \_\_\_\_\_

*Mr/Mrs/Miss/Ms/Dr/Other  
(For address purposes only)*

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone No (Home): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Email address: \_\_\_\_\_

National Insurance No.: \_\_\_\_\_



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### HEALTH

Are you currently under the care of any healthcare professional?      Yes       No

How many days off work due to sickness have you had during the past 12 months? \_\_\_\_\_

Is there anything we need to know about your health in order to offer you a fair selection interview, or which you think might affect your ability to carry out the duties of your post?

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(Please use a separate sheet if necessary)

### PREVENTION OF ILLEGAL WORKING

The Asylum and Immigration Act makes it a criminal offence for us to employ a person aged 16 or over who is subject to immigration control. All new employees are required to produce a document showing that they have the right to remain and work in the United Kingdom (UK).

For example:

- A passport showing that the holder is either a British citizen (or has a right of abode in the UK) or a national of a EEA (European Economic Area) country or Switzerland; or
- A document issued by the home office which has an endorsement stating that the holder has the current right of residence in the UK and is permitted to take employment.

Can you produce one of these documents?      Yes       No

### REHABILITATION OF OFFENDERS ACT 1974

Please give details of any conviction which is not excluded by the Rehabilitation of Offenders Act 1974. Please contact us if you require more information on this matter.

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(Please use a separate sheet if necessary)

**EDUCATION**

Please give details of your secondary and further education history. If you have any other experience or skills that you consider relevant to your application, e.g. voluntary work, leisure interests, etc, please give details:

<b>School and Colleges attended</b>	
Name of School / College	Examination results

If you are a member of any professional / technical body, please indicate your grade of membership. If membership is by examination, please give details of the examination:

<b>Occupational Qualifications / Institute / Membership</b>		
Name of Institute / Organisation	Qualification	Date achieved

**EMPLOYMENT HISTORY**

Please list names and addresses of previous employers over the past 3 years (most recent first) and account for any gaps in employment. If you have had no permanent employment please give details of any temporary work.

(Continue on a separate sheet if necessary).

**PRESENT / MOST RECENT EMPLOYER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Employed from: \_\_\_\_\_ To: \_\_\_\_\_

Job Title / Post: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**PREVIOUS EMPLOYER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Employed from: \_\_\_\_\_ To: \_\_\_\_\_

Job Title / Post: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**STATEMENT IN SUPPORT OF YOUR APPLICATION**

Please give details of your knowledge, skills, experience and any other information that is relevant to support your application for this position. The information that you provide in this section will be used in the selection process.

(Continue on a separate sheet if necessary).



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**REFERENCES**

Please give the name and address of two persons from whom we may seek a reference.

One Referee must be your present or last employer (if applicable).

**All offers of employment are subject to satisfactory references being obtained.**

It is our policy to seek references only when an offer of employment is made.

**REFEREE 1:** \* Professional / Personal reference (\* Please delete as appropriate)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

**REFEREE 2:** \* Professional / Personal reference (\* Please delete as appropriate)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

**DECLARATION**

I declare that the information that I have given in this application form is true and complete. I understand that if I have knowingly provided false information, or withheld information relevant to this application, any offer of employment may be withdrawn or I may be dismissed (with immediate effect) from any post gained as a result.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_