



APPLICATION FOR EMPLOYMENT

FOR THE POST OF _____

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 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:
By Post to pharmacy**DIRECT** 202, Shirley Road, Southampton SO15 3FL
By Fax to 087 0051 6578
By E-mail to jobs@thedeal.demon.co.uk
Or hand it to the pharmacist at any pharmacy**DIRECT** branch

PERSONAL DETAILS

Surname or Family Name	
Title (for address purposes)	Mr/Mrs/Miss/Ms/Dr
First Name	
Address	
Home Telephone Number	
Mobile Telephone Number	
E-mail address	

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 the post?

Please use a separate sheet if necessary

Please note that the successful candidate will be required to complete a medical questionnaire and may be required to undergo a medical examination.

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 UK. For example:

- § A passport showing that the holder is a British citizen (or has a right of abode in the UK) or a national of a EEA 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

Please see the guidance notes for the complete list of documents that may be produced to support your application for employment.

REHABILITATION OF OFFENDERS ACT 1974

Please give details of any conviction which is not excluded by the Rehabilitation of Offenders Act 1974. Please see the guidance notes for more information.

Date	Conviction	Sentence

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:

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 the date of the examination.

Occupational Qualifications/Institute/Membership		
Name of institute/organisation	Qualification	Date achieved

EMPLOYMENT HISTORY

Please list previous employers (most recent first) and account for any gaps in employment. Please continue on a separate sheet if necessary.

1. Name & Address of Present/Most Recent Employer:	
Employed From:	To:
Job Title/Post:	
Reason for Leaving:	
2. Name & Address of Employer:	
Employed From:	To:
Job Title/Post:	
3. Name & Address of Employer:	
Employed From:	To:
Job Title/Post:	
4. Name & Address of Employer:	
Employed From:	To:
Job Title/Post:	
5. Name & Address of Employer:	
Employed From:	To:
Job Title/Post:	

EQUAL OPPORTUNITIES MONITORING

We are committed to equality of opportunity for all. For our own monitoring purposes we would be grateful if you would complete the following information by ticking the relevant boxes. This information will be detached from your application form, will be kept confidential and will not be used in the selection process. Your application will not be affected in any way if you choose not to answer these questions.

POST APPLIED FOR _____

I would describe my ethnic origin as (see classifications below):

UK	African	Chinese	Indian	Pakistani
Bangladeshi	Caribbean	Irish Republic	European	Other

European/Other – please specify _____

My sex is:

Male	Female
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My marital status is:

Single	Married	Divorced	Widowed
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My age group is:

Up to 20	21-30	31-40	41-50	51-60	61-65	65+
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Ethnic Origin Classifications

UK	Persons born or whose forebears were born in the UK.
Irish Republic (Eire)	Persons born or whose forebears were born in the Irish Republic.
African	Persons born or whose forebears were born in the Africa (not including persons of other origin who have settled in Africa).
Bangladeshi Pakistani or Indian	Persons born or whose forebears were born in Bangladesh Pakistan or India.
Caribbean	Persons born or whose forebears were born in the Caribbean.
Chinese	Persons of Chinese origin.
European	Persons born or whose forebears were born in Europe, including the European Economic Community.
Other	Persons born in, or originating from, countries not included in the above categories. Persons of mixed descent may wish to choose this category.

Discover more about us at
www.pharmacydirect.uk.com

INFORMATION FOR APPLICANTS

Please read these notes before completing the application form. These notes are for guidance only and do not constitute part of any subsequent contract of employment.

Application Procedure

Please complete the application form in full and do not disregard any section. CV's are not acceptable as an alternative to completing the application form but you may attach a CV or any other relevant documents to your application form. Please ensure that your application form reaches us on or before the closing date quoted in the advertisement or the information pack. Completed application forms should be sent to the address shown on the front of the form.

Health

All appointments are subject to satisfactory medical evidence. If you are appointed you may be required to complete a medical questionnaire and/or submit to a medical examination with the company's doctor.

Hours of Work

Full time positions are subject to an eight hour, five day week unless otherwise stated in the advertisement, or in any formal offer of employment. All vacancies are reviewed in accordance with our policy on work life balance and where a role permits flexible working, details of the arrangements are included within the job advertisement.

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 one to the documents listed below:

- A passport showing that the holder is a British citizen or has a right of abode in the United Kingdom.
- A national passport or identity card showing that the holder is a national of an EEA country or Switzerland.
- A residence permit issued by the United Kingdom to a national from an EEA country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has the current right of residence in the United Kingdom as the family member of a national from an EEA country or Switzerland.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom and that this endorsement allows the holder to do the type of work being offered if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

References

All appointments are subject to satisfactory references being obtained. It is our policy to seek references when an offer of appointment is made.

Rehabilitation of Offenders Act 1974

We welcome applications for employment from ex-offenders, subject to the relevance of the offending background to the position applied for. The Rehabilitation of Offenders Act provides that certain convictions shall be regarded as "spent" after specified periods of time have elapsed. These are detailed on the next page.

Smoking

We operate a no-smoking policy. Smoking is not permitted at any time within the company's premises this includes vehicles.

Questions

If you have any questions, require further help or information, or wish to discuss any matter relating to the position you are applying for, please contact the human resources administrator.

REHABILITATION OF OFFENDERS ACT

Sentence

Becomes Spent After

Imprisonment of between 6 months and 2 ½ years	10 years
Imprisonment of up to 6 months	7 years
Borstal training	7 years
A fine or sentence not otherwise covered in this table	5 years
Absolute discharge	6 months
Probation order, conditional discharge or bound over	1 year or until the order expires, whichever is the longer
Detention centre order	3 years
Remand home, attendance centre or approved school order	The period of the order plus one year after the order expires
Hospital order under the Mental Health Act	The period of the order plus two years after the order expires
Cashiering, discharge with ignominy or dismissal with disgrace from the Armed Forces	10 years
Dismissal from the Armed Forces	7 years
Detention	5 years

NOTES

- 1 A sentence of more than 2 ½ years of imprisonment can never become spent.
- 2 An offender who was under 17 years of age on the date of conviction should halve the period shown in the right hand column.