

**POSITION  
APPLIED FOR**Have you worked  
in a similar role? YES  NO **PERSONAL INFORMATION**Title: .....  
Forename(s): .....  
Surname: .....  
Home address: .....  
.....  
..... Postcode: .....**OTHER INFORMATION**Tel No: .....  
Mobile: .....  
Email: .....  
National Insurance No: .....  
Date of birth: .....**MOST RECENT EMPLOYMENT**Employer: ..... Start date: ..... Leave date (if applicable): .....  
Notice required: ..... When could you start?: .....  
Address: .....  
Job title: .....  
Salary (basic): ..... Bonus & Commission: ..... Total income (last 12 months): .....  
Main duties .....  
.....  
Achievements .....  
Reason(s) for leaving: ..... Can we contact for reference? YES  NO *N./B. We would only contact for reference after successful interview***PREVIOUS EMPLOYMENT**Employer: ..... Start date: ..... Leave date: .....  
Address: .....  
Job title: ..... Salary: ..... Bonuses: .....  
Main duties .....  
Achievements .....  
Reason for leaving: ..... Can we contact for reference? YES  NO Employer: ..... Start date: ..... Leave date: .....  
Address: .....  
Job title: ..... Salary: ..... Bonuses: .....  
Main duties .....  
Achievements .....  
Reason for leaving: ..... Can we contact for reference? YES  NO

## EDUCATION / TRAINING

Establishment:

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Qualifications:

(subject & grades)

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## ADDITIONAL INFORMATION

Please state in brief the reasons that you feel you are ideally suited to this post: .....

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Weekends, Evenings & Bank Holidays are our busiest times.

If you are applying to work in a branch are you able to work during these periods?: ..... YES  NO

Some roles, e.g. sales people, involve the working of all Saturdays (apart from during annual holiday weeks).

Sundays will be worked either on rotation/or as often as required to fit with rota cover.

Would you be willing to work every Saturday and work Sunday as often as required without issue?: ..... YES  NO

*(If the position requires it. Not all roles require weekend working)*

How did you hear about the Employment Positions?: .....

Do you have any connection with Claytons or our staff?: ..... YES  NO

If yes, please give details including the name of your contact: .....

Have you ever made a previous application to Claytons?: ..... YES  NO

If yes, please give details: .....

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## ADDITIONAL INFORMATION

Do you have a disability that we should be aware of?..... YES  NO

*(You do not have to answer this question and the information does not form part of our selection procedure. However, it would be useful if you could inform us of any special arrangements that we may need to make)*

Have you ever been convicted of a criminal offence? ..... YES  NO

*(Which is not a spent conviction under the Rehabilitation of Offenders Act 1974)*

*(Please include details of any motoring offences i.e. speeding/disqualification)*

If yes, please give details:.....

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Have you ever been dismissed by a previous employer?..... YES  NO

If yes, please give details:.....

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Are you eligible to work in the UK?: ..... YES  NO

Do you have a current driving licence? ..... YES  NO

## DECLARATION

I certify that the information I have provided is true to the best of my knowledge and belief.

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

**PLEASE ATTACH YOUR CV AND A HAND WRITTEN COVERING LETTER TO ASSIST YOUR APPLICATION**

Please return your completed application form to :

HR Department  
Claytons Carpets & Home Furniture  
Tritton Road  
Dixon Street  
Lincoln  
LN6 7BN

Or email your application form, CV  
and covering letter to:

[jobs@claytonscarpets.co.uk](mailto:jobs@claytonscarpets.co.uk)