

# Job application form



## Important

### Please read this before completing this form

This is a standard application form and therefore may contain some questions which are not relevant to the specific job applied for. However please answer as many section as possible. Answers to any questions will not jeopardise your application.

This application can only be considered if you tick the box agreeing to the declaration on the final page and enter the date.

Please see page 7 for instructions on where to send your completed application form.

## Applicant details

Surname \_\_\_\_\_

Forenames \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Town \_\_\_\_\_

County \_\_\_\_\_

Post Code \_\_\_\_\_

Landline \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

## Job details

Position applied for \_\_\_\_\_

Please confirm you have read and understood the details of the position as shown on our website [fairalls.co.uk/careers](http://fairalls.co.uk/careers)

Full Time/Part Time  Full Time  Part Time

If part time, please indicate days/hours \_\_\_\_\_

At which branch  High Street, Godstone  
 Taylors Hill, Godstone  
 Hookwood, Gatwick  
 Sevenoaks

Expected rate of pay £ \_\_\_\_\_

**Other positions you wish to be considered for, please tick all that apply.**

- Yard Sales including loading and unloading
- Driving
- Sales Counter
- Admin & Accounts
- Supervisory
- Management

Other, please state \_\_\_\_\_

## Travel

How will you be travelling to work \_\_\_\_\_

Do you hold a current valid driving licence

If yes, do you own a vehicle suitable to bring you to work

## All Applicants

Please detail any skills or experience which you feel would suit the job for which you are applying

---

---

Have you any experience in the Builders Merchants industry

Have you any experience in the Building industry

What are your interests and hobbies

---

---

Do you have any educational qualifications, e.g. GCSE's etc

Given the appropriate product training, would you be comfortable handling telephone enquiries

Are you confident in using a computer

Have you applied to work for us previously

Have you worked for us previously

Do you have any relatives or friends working for us

If yes, please provide names \_\_\_\_\_

On what date would you be able to start \_\_\_\_\_

Are you eligible to work in the UK  Yes

Please state what documents you can produce to support this  
\_\_\_\_\_

If you are invited for an interview, you will be asked to produce evidence that you are eligible to work in the UK, in compliance with the requirements of Immigration, Asylum and Nationality Act 2006.

If offered this position will you continue to work in any other capacity

If yes, please provide details \_\_\_\_\_  
\_\_\_\_\_

If you are invited for an interview, are there any adjustments that you may require, for example ground floor interview room, hearing loop etc

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974

If yes please provide details, including dates \_\_\_\_\_  
\_\_\_\_\_

Do you have any holiday or other commitments already arranged which will require time off, if so, please indicate dates

\_\_\_\_\_

If you are a student requiring a short term contract or for any other reason with the contract to be short term, please indicate the date you would like the contract to terminate

\_\_\_\_\_

Do you know how long you would work for us and, if so, how long would it be \_\_\_\_\_

Name of the person to be contacted in the case of an emergency \_\_\_\_\_

Relationship \_\_\_\_\_

Landline \_\_\_\_\_ Mobile \_\_\_\_\_

## Applicants for driver's jobs only

How long have you been driving for \_\_\_\_\_

Do you have, or have you ever had, a forklift licence or licence for other plant

If yes, please specify which type \_\_\_\_\_

Do you hold a current valid heavy goods vehicle licence

If yes, please specify what class \_\_\_\_\_

Have you received any CPC training - standard or additional

Dates: \_\_\_\_\_ Passed \_\_\_\_\_

Do you hold a current Hiab/Atlas type crane licence

Have you been involved in any accidents in the last 5 years

If yes please provide details: \_\_\_\_\_

Do you have any endorsements on your driving licence

If yes, please provide details \_\_\_\_\_

Please also declare any driving offence for which you have been formally cautioned or charged, but not yet convicted

Applicants who are requested to attend an interview for any role which will involve driving a Company vehicle must bring their licences, Certificates of Competence, etc. We will need to take copies of the original documents for our records. Vehicles which are below 7.5 tonnes are restricted to those over 21 with 2 years' experience. For vehicles above this tonnage the age restriction is increased to 25 with 2 years' experience.

## Previous Employment (starting with the most recent)

Employer 1: \_\_\_\_\_

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

Town: \_\_\_\_\_

County: \_\_\_\_\_

Post Code: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Your job title: \_\_\_\_\_

What did your job involve \_\_\_\_\_

Duration of employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Rate of pay: \_\_\_\_\_

Name of Personnel  
Manager: \_\_\_\_\_

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

Employer 2: \_\_\_\_\_

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

Town: \_\_\_\_\_

County: \_\_\_\_\_

Post Code: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Your job title: \_\_\_\_\_

What did your job involve \_\_\_\_\_

Duration of employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Rate of pay: \_\_\_\_\_

Name of Personnel  
Manager: \_\_\_\_\_

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

## Previous Employment (continued)

Employer 3: \_\_\_\_\_

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

\_\_\_\_\_

Town: \_\_\_\_\_

County: \_\_\_\_\_

Post Code: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Your job title: \_\_\_\_\_

What did your job involve \_\_\_\_\_

\_\_\_\_\_

Duration of employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Rate of pay: \_\_\_\_\_

Name of Personnel  
Manager: \_\_\_\_\_

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

\_\_\_\_\_

Employer 4: \_\_\_\_\_

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

\_\_\_\_\_

Town: \_\_\_\_\_

County: \_\_\_\_\_

Post Code: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Your job title: \_\_\_\_\_

What did your job involve \_\_\_\_\_

\_\_\_\_\_

Duration of employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Rate of pay: \_\_\_\_\_

Name of Personnel  
Manager: \_\_\_\_\_

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

\_\_\_\_\_

## Recruitment Policy

Please note all employment is offered subject to the successful completion of a trial period, the duration of which is dependent on the job being applied for. For further details, please enquire with the Managing Director.

This Company is an equal opportunities employer. No job applicant or employee will receive less favourable treatment upon the grounds of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation.

The Company does have a general policy of not employing members of the same family or relatives except in exceptional circumstances. This avoids any potential unnecessary pressure and tensions with the working environment.

If you are unsuccessful, your application will remain on file for approximately four months and will then be destroyed.

## Declaration

If offered a job, I authorise the Company to obtain references to support this application and accept and release the Company and referees from any liability caused by giving and receiving information.

I confirm that I have answered the questions in this application honestly and fully and that I am not otherwise aware of any physical or mental disability, which will or may affect my working capacity.

I confirm that the information given in this form is, to the best of my knowledge, true and complete.

Any false or incomplete statement may be sufficient cause for rejection or, if employed, dismissal.

**Please check this box to confirm that you have read and understood the above declaration.**

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

**We will not be able to process your application without this.**

## Returning your completed form

Please email your completed application form to [careers@fairalls.co.uk](mailto:careers@fairalls.co.uk) including the position applied for in the subject line. Please also attach a C.V. if available.

Alternatively, you can return via post to the following address:

For the attn. Bob Fairall  
Fairalls (Builders' Merchants) Ltd  
44 & 46 High Street  
Godstone  
Surrey  
RH9 8LW

## What next

If you are invited to attend an interview you will be required to provide some form of photo identification, such as passport or drivers licence.

If you are unsuccessful, your application may remain on file for approximately four months and will then be destroyed.

Office use only

Date recieved

---

Date entered on system

---

Experience

---

Recommended for interview by

---

Interviewed by

---

Recommendation before interview

---

Recommendation after interview

---