

Please attach
Passport sized
Photograph

Name:.....

BUZBY & BLUE Ltd.

APPLICATION FORM

Please return to:
The Recruitment Director,
Buzby & Blue Ltd,
46-48 The Hornet,
Chichester PO19 9U

Position applied for:.....

Please note that whilst it is the Company's policy to respond to all Applications received. You should allow a period of four weeks from the date you send this Application before contacting us further. If you have not heard from us within that four week period please accept our apologies for the oversight, but you may assume your Application has not been successful on this occasion.

Once the position for which you have applied has been filled then, unless you are notified to the contrary, you may assume that this Application Form has been destroyed and should you wish to apply for a similar position with the Company in the future you will need to ask for and complete a further Application Form.

Please complete in Black Ink and write legibly, in capital letters if necessary.

PERSONAL DETAILS

Mr / Mrs / Ms / Miss [please delete as appropriate]

Surname / Family Name.....

First Names.....

Preferred Name (if any).....

Address.....

.....

Home Telephone Number (including STD code).....

Work Telephone Number (including STD code).....

Mobile Number.....

National Insurance Number.....

Are you a British or EU National?.....

If not do you have a Work Permit

Have you been convicted of a Criminal Offence that is not regarded as spent under the provisions of the Rehabilitation of Offenders Act 1974?.....

If Yes please give full details.....

.....

Have you previously worked for Buzby & Blue and if so when and in what position?.....

Do you have a current full Driving Licence and if so for what vehicles.....

YOUR QUALIFICATIONS

Please set out below details of all the examinations you have passed, at what grade, and on what date (for example GCSEs, O and / or A Levels, CSEs, NVQs).

Please also include any examinations you have taken or are due to take and when any current course(s) will be completed or examination(s) take place, and when the results will be known.

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Please provide details of any other training you have received:

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Please give details of any experience you may have that would be relevant in the position for which you have applied, including any computer skills and use of tills and PDQ machines:

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WORK EXPERIENCE

Please provide details of all your previous work placements whether full or part time and paid or unpaid, including during vacations.

Please list the dates when you worked, for whom, the nature of the work, your salary (if any), and your reason for leaving. Please commence with the most recent work you did and end with the earliest.

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AVAILABILITY

If you are currently in employment
what notice do you have to give your employer?.....

Otherwise when would you be free to start work?.....

Please give details of any holidays already planned.....
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The Salon is currently open from Monday to Saturday
Are you willing to work overtime and at week-ends?.....

Have you any other commitments that would affect
the hours that you able to work?.....

If Yes please give details:.....

ADDITIONAL INFORMATION

Please provide a separate Curriculum Vitae including in particular a summary of anything else you would like to tell us, and what additional information you think would help us to decide whether or not to interview you, and what you like to do when you are not at work.

In particular tell us why you want to work at Buzby & Blue and what qualities you think you can bring to our team.

If you are applying for the position of a stylist please set out your strengths in hairdressing and the skills you would like to develop further.

REFEREES

Please provide the names addresses and telephone numbers of at least three referees, two of which should ideally be past employers and **must include your most recent employer.**

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May we approach any of the above before interview?.....

DECLARATION

I confirm that :

- a) The information on this Application Form is full and correct. I understand that all offers are made on this basis; and subject to the receipt of references, which the Company regards as satisfactory. Failure to comply with the above may cause any offer of employment to be withdrawn and / or to render me liable to summary dismissal.
- b) I give my permission for the retention of all information on my Application Form.

Signed.....
[Please print name of signatory]

Date.....

EQUAL OPPORTUNITIES

Buzby & Blue Limited is an equal opportunities employer and takes positive steps to ensure that all persons are selected for employment solely on their suitability. Our recruitment and selection procedures are monitored to ensure this. To do this effectively we need specific information from you and ask that you provide us with that information. This information is treated confidentially and will not be used for any purpose other than to monitor our recruitment procedures. The information sought is as approved by the Commission for Racial Equality and to enable the Company to comply with the Disability and Age Discrimination legislation.

You are not required to provide the information requested, but it would, as stated above, assist the Company if you were to do so. This part of the Application Form is deliberately included after the Declaration. A failure to complete this section will not prejudice your chances of being interviewed or later employed by the Company.

What is your date of birth?.....

Have you been known by any other surname?
(if so please specify).....

How did you find out about the vacancy?.....
.....

What is your ethnic group?

Please choose and tick one only in **one** of the five categories specified:

1. White: British Irish.....European.....Any other (please specify).....
2. Mixed: White and Black Caribbean White and Black African White and Asian....
Any other mixed background (please specify).....
3. Asian or Asian British: Indian.....Pakistani.....Bangladeshi.....Any other Asian
background (please specify).....
4. Black or Black British: Caribbean.....African.....Any other Black background (please
specify).....
5. Chinese or Other ethnic group: Chinese.....Any other (please specify).....

Disability

The information requested is only to enable the Company as a responsible employer to take positive steps where possible in supporting individuals with disabilities, ensuring in so far as it can that you are not discriminated against by virtue of impairment.

Do you have a condition that you believe the Company should be aware of?.....
If so please provide details:.....

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Are there any ways in which we may be able to assist you / provide support in relation to your disability at work?.....
If so please provide details.....

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Do you require any special arrangements for an interview?.....
If so please provide details.....

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