



## FURNITURE GROUP

JTC FURNITURE GROUP  
CAMPERDOWN WORKS  
27 HARRISON ROAD, DUNDEE, DD2 3SN

Telephone: (01382) 833832

- \* *Please complete all sections in black ink.*
- \* *The Company is an equal opportunity employer and is committed to non-discriminatory employment practices. Information asked about gender, marital status, ethnic origin or date of birth is for the sole purpose of monitoring the Company's equal opportunities policy.*
- \* *A CV/Resume/additional sheets may be attached to supplement information given in the Application for Employment Form.*
- \* *Please ensure that your name appears clearly on any documents (for example CV/Resume/additional sheets) attached to the Application for Employment Form.*
- \* *By submitting this Application Form you are giving your express consent for the Company to store your personal information for recruitment purposes*

### APPLICATION FOR EMPLOYMENT

**Confidential**

**DATE:**

**NAME:**

**POSITION APPLYING FOR:**

Registered Office: Camperdown Works, 27 Harrison Road, Dundee, DD2 3SN  
Registered in Scotland: 99154 VAT Registration No. GB 400 9639 66

**POSITION APPLIED FOR:** \_\_\_\_\_

The following information will be treated in the strictest confidence.

**Personal**

(Please complete this section in BLOCK CAPITALS)

Surname: \_\_\_\_\_

First name: \_\_\_\_\_

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

\_\_\_\_\_

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

Home telephone number: \_\_\_\_\_

Mobile telephone number: \_\_\_\_\_

Full Driving Licence: **Yes / No** Endorsements: **Yes / No**  
If YES, please give further details including dates:

\_\_\_\_\_

Are you involved in any activity which might limit your availability to work or your working hours e.g., local government? **Yes / No**

If YES, please give full details:

\_\_\_\_\_

Are you subject to any restrictions or covenants which might restrict your working activities? **Yes / No**

If YES, please give full details:

\_\_\_\_\_

Are you willing to work overtime and weekends if required? **Yes / No**

Please give details of any hours which you would not wish to work:

\_\_\_\_\_

Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974?) **Yes / No**

If YES, please give full details:

\_\_\_\_\_

If offered employment, you will be required to complete a Medical Questionnaire. Are you prepared to undergo a medical examination before starting employment? **Yes / No**

Have you ever worked for this Company before? **Yes / No**

If YES, please give full details:

\_\_\_\_\_

Have you applied for employment with this business before? **Yes / No**

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Do you need a work permit to take up employment in the U.K.?

**Yes / No**

How much notice are you required to give to your current employer?

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## Education

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses Name of Organisation	Date	Subject	

Please give details of membership of any technical or professional associations:

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Please list languages spoken and the level of competence:

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## Employment Details

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name and address of employer	Dates	Position held/Main duties	Reason for leaving

## Present or Last Employer

Are you currently employed?

Yes / No

Name of present or last employer:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone number:

\_\_\_\_\_

Nature of business:

\_\_\_\_\_

Job title & brief description of duties:

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving:

\_\_\_\_\_

Length of service:

From: \_\_\_\_\_ To: \_\_\_\_\_

## Interests, Achievements, and Leisure Activities

(e.g. hobbies, sports, club memberships)

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## Supplementary Information

Please set out below any further information to support your application  
(e.g. past achievements, future aspirations, personal strengths)

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## Declaration

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.

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

PRINTED: \_\_\_\_\_

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

## References

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? **Yes / No**

Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:

## Source of Application

How did you hear of this vacancy? \_\_\_\_\_