

Attach  
Passport  
Photograph  
Here

Applications will not be  
considered without one



## Application for Employment

Dear Applicant,

Thank you for your interest in an employment position within our company.

Prior to completing this application for employment, please understand that we are serious about creating a productive working environment for our staff in order to maintain a high-level quality service to our customers.

We would like you to understand that we also believe strongly in our values, which are:

- We conduct business in an orderly and professional manner
- We believe in honesty and integrity
- We believe that only a happy member of the team can give the level of personal service that we demand to our customers
- We believe in ongoing training and development for our staff in order for them to progress and grow
- We believe in providing the best service possible to our customers and going the extra mile
- We believe that all our staff members will be capable of becoming a first class member of the team.

If this feels like the type of environment for you, then please complete the following application and return with a passport size photograph attached.

*Additional note:*

*All applicants undergo a 4-stage interview process prior to hiring.*

Send your completed Application Form to:  
**Recruitment . Once Upon A Party . 90 High Street . Eastleigh . Hampshire SO50 5LR**

# Once Upon A Party – Application for Employment

**\*\* PLEASE PRINT CLEARLY \*\***

Position Applied For \_\_\_\_\_ Date \_\_\_\_\_

How did you find out about this job?

Newspaper    Employee    Walk-in    Website    Relation    Other

Why are you seeking employment at this time? \_\_\_\_\_

## Applicant Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

If hired, do you have reliable means of transport? Describe. \_\_\_\_\_

NI Number \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_

Are you legally eligible for employment in the UK? \_\_\_\_\_ Proof of Passport will be required if hired

Have you ever been convicted of a crime? \_\_\_\_\_ Have you a CRB check? \_\_\_\_\_

## Employment Information

Are you seeking part-time or temporary employment? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If hired, when would you be able to start? \_\_\_\_\_

List any friends or relatives employed by this company \_\_\_\_\_

Have you ever been discharged or asked to resign from any position? \_\_\_\_\_

If yes, please describe \_\_\_\_\_

Are you registered disabled? \_\_\_\_\_ If yes, how? \_\_\_\_\_

What is your weekly availability. Tick as appropriate.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:							
To:							

## Education

Name of Primary School	Name of Secondary School	Name of College / University
	List GCSE's Acheived	List Qualifications

## Employment History (please begin with the most recent)

**1/** Company \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Dates of employment to and from \_\_\_\_\_ Hourly Wage \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisors Name \_\_\_\_\_

Brief Description of Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**2/** Company \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Dates of employment to and from \_\_\_\_\_ Hourly Wage \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisors Name \_\_\_\_\_

Brief Description of Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact the employers above? \_\_\_\_\_