

# Need online job application and resume help?

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**JOB APPLICATION FORM**

Number: \_\_\_\_\_

Position applied for (including post reference(s)): \_\_\_\_\_  
If you are applying for more than one vacancy, please refer to information in the recruitment pack

Are you permitted to work in the United Kingdom? Yes  No  I require a work permit

**1. PERSONAL DETAILS**

Surname: \_\_\_\_\_ Home Tel: \_\_\_\_\_  
First Name: \_\_\_\_\_ Mobile Tel: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Work Tel: \_\_\_\_\_ Yes  No   
Postcode: \_\_\_\_\_ National Insurance No: \_\_\_\_\_  
E-mail: \_\_\_\_\_ We will use the address if we need to contact you. Yes  No

**Please answer the following questions (where relevant to the role):**

Please tick to confirm you meet any regulatory age requirements stated in job advertisement / person specification (if no age requirement please leave blank)

Are you related to, or do you live with, any present or former Board members or employees of Southcoast Housing Association, tenant or service users? Yes  No

Do you have a full manual Driving Licence that allows you to drive in the UK? Yes  No

Do you have access to a car that you can use for work? Yes  No

Have you ever been banned from driving, or do you have any current endorsements on your licence? If so please give details: \_\_\_\_\_ Yes  No

**2. REFERENCES – COVERING LAST 7 YEARS**

We require references from your Line Managers / Supervisors in your current and previous employment – covering the last 3 years. One must be your most recent employer. If the reference details you provide do not cover employment for the last 3 years, we will require further information. If you are successful at interview, References will only be taken up for successful candidates where a verbal job offer has been accepted. Please continue on a separate sheet if further references are required.

Name:	Address:	Job Title:	Organisation:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Tel Number: \_\_\_\_\_ Tel Number: \_\_\_\_\_  
Dates from: to: \_\_\_\_\_ Dates from: to: \_\_\_\_\_  
Capacity in which they know you (e.g. Line Manager) Capacity in which they know you (e.g. \_\_\_\_\_)

**JOHN DOE**

Full Address • City, State, ZIP • Phone Number • E-mail

**OBJECTIVE:** Design apparel print for an innovative retail company

**EDUCATION:**

- UNIVERSITY OF MINNESOTA
- College of Design
- Bachelor of Science in Graphic Design
- Consultant GPA 3.94, Dean's List
- Two times Iron Range Scholarship

City, State: \_\_\_\_\_  
May 2011

**WORK EXPERIENCE:**

**AMERICAN LEAGUE**

- Sales Associate
- Collaborated with the store merchandiser creating displays to attract clientele
- Use my broad experience to assist customers in their shopping experience
- Thoroughly scan every piece of merchandise for inventory counts
- Process shipment to increase my product knowledge

City, State: \_\_\_\_\_  
July 2009 - present

**PLANET BEACH**

- Spa Consultant
- Sell retail and memberships to meet company sales goals
- Build organizational skills by single-handedly running all operating procedures
- Communicate with clients to fulfill their wants and all operating procedures
- Attend promotional events to market our services
- Handle cash and deposits during opening and closing
- Received employee of the month award twice

City, State: \_\_\_\_\_  
Aug. 2008 - present

**HEARTBREAKER**

- Sales Associate
- Stocked sales floor with fast fashion inventory
- Marked down items allowing me to see successful merchandise in a retail market
- Offered advice and assistance to each guest

City, State: \_\_\_\_\_  
May 2008 - Aug. 2008

**VICTORIA'S SECRET**

- Fashion Representative
- Set up merchandise and displays to refer to once from customers
- Provided superior customer service by helping with customer decisions
- Track successful inventory

City, State: \_\_\_\_\_  
Jan. 2006 - Feb. 2009

**VOLUNTEER EXPERIENCE:**

**TARGET CORPORATION**

- Brand Ambassador
- Represented Pottery Marketing and Target Inc. at a college event
- Engaged University of Minnesota freshmen in the Target brand experience

City, State: \_\_\_\_\_  
August 2009



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COUNTY LIBRARY**

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