

The Application Form

Candidates Name:

Position (s) applied for:



A Fresh Start



Retail

Log Ref:



MORRISONS

First, a bit about you.

* Please complete all mandatory fields featuring an asterisk

Personal Details

Title (Mr, Mrs, Miss etc.) _____	Address _____
First Name(s) _____	_____
Surname/Family Name _____	_____
Tel No. (incl. std code) _____	Post Code _____
Mobile No. _____	Email address _____

Are you over 18? Y N If no, provide date of birth D D M M Y Y Have you completed this form yourself? Y N

Do you hold a valid driving licence? Y N Do you have any endorsements Y N

If so, state endorsements and dates _____

Emergency Contact Details

Contact Name _____	Address _____
Relationship to you _____	_____
Tel No. (incl. std code) _____	_____
Mobile No. _____	Post Code _____

Tell us your achievements at school or college.

Education & Training

Please provide all qualifications from school through to college and university or any other relevant training courses.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

...And what you achieved after.

Additional Qualifications/Memberships/Licences

Please detail any qualifications or memberships to professional organisations/bodies relevant to the position you have applied for e.g. First Aid, Fork Lift Truck, LGV, Royal Pharmaceutical Society. Pharmacy/Medical Professionals please provide registration number.

Qualification/Membership/Reg. No.	Organisation	Date Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____

So where are you working now? *

Current/Most Recent Employment Details

Full name and address of employer _____

Outline the nature of your job and your responsibilities _____

Contact number _____
Job Title _____ Date from _____ to _____ Notice period required _____
Annual Salary/Hourly Rate _____ Additional benefits: _____
Why are you considering leaving/have left? _____

Ref 1

What about before then?

Previous Employment including Work Placements

Full name and address of employer _____

Outline the nature of your job and your responsibilities _____

Contact number _____
Job Title _____ Date from _____ to _____
Annual Salary/Hourly Rate _____ Reason for leaving: _____ Ref 2

Full name and address of employer _____

Outline the nature of your job and your responsibilities _____

Contact number _____
Job Title _____ Date from _____ to _____
Annual Salary/Hourly Rate _____ Reason for leaving: _____ Ref 3

People who can tell us how good you are. *

Personal References

You must provide two personal referees. These should not be relatives but could be a school/college tutor or other professional person excluding your GP.

Name _____	Name _____
Address _____	Address _____
Post Code _____	Post Code _____
Telephone No _____	Telephone No _____
Profession _____	Profession _____
How long have you known this person? _____	How long have you known this person? _____
In what capacity have you known this person? _____	In what capacity have you known this person? _____

Ref 4

Ref 5

Please note that employment references will be sought from your last employer and after acceptance of employment, also from your current employer. The company retains the right to withdraw the offer of employment or terminate the contract of employment should unacceptable references be received. Completion of this application form will be taken as your consent to apply for references.

...And the fresh career you're looking for.*

Vacancy Details

Position(s) applied for? _____ Management Colleague Full Time Colleague Part Time

Full time positions are fully flexible and include working evenings, nights and weekends

Have you been issued with a job profile? Y N

Where did you find out about the vacancy? e.g. in store, newspaper advert, jobcentre, other (please state) _____

Which store is of interest? _____

Are there any other stores you would consider? _____

Would you be willing to relocate? (management colleagues only) Y N

If yes, please give details: _____

Additional information

Please give the dates of any holidays or appointments booked in the next 6 months: _____

Please indicate any days/times you are unable to attend an interview: _____

...And finally, when are you available?*

Part Time Availability

For part-time only, what is the minimum and maximum number of hours you are willing to work per week? Min Max

For part time positions only, please indicate in every applicable box the times you are available to work. Full time positions are fully flexible and include working evenings, nights and weekends.

	MON	TUES	WED	THURS	FRI	SAT	SUN
EARLY MORNINGS (e.g. starting from 6am) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MORNINGS (e.g. after 8am) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AFTERNOONS (e.g. from midday to 5pm) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EVENINGS (e.g. from 5pm to 11pm) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NIGHTS (e.g. from 10pm) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OFFICIAL USE ONLY

Offer Details (Internal use only) Pharm Reg: M Check

REF1 REF2 REF3 REF4 REF5

Date _____

Position: _____

Department: _____

Location: _____

Contract Hours: _____

Training Location: _____

Status: Management:F/T:P/T:Temporary

Induction Location: _____

Start Date/Time: _____

Start Salary/Rate of Pay: _____

Established Rate of Pay: _____

Part-time positions indicate weekly schedule:

Mon Tues Wed Thurs Fri Sat Sun

Time:

RB RA ER NR

Information for us to keep...

Data Protection*

Upon receipt of your application form, Morrisons will be the Data Controller of your personal data. Morrisons will hold all the information you have given on this application form for legal requirements and for the purposes of personnel administration and statistical analysis. Your information will be held on a manual file and will also be entered in its current or altered format onto the company's computerised database. No information may be passed onto a third party unless contracted to Morrisons for specific employment services without your express agreement unless required by law.

Your signature below indicates your agreement to the above.

Declaration*

I declare that the information given on this application form is, to my knowledge, true. I understand that if it is subsequently discovered that any statement is false or misleading, my offer of employment may be withdrawn or I may be dismissed from my employment by the company without notice. I also agree to a medical examination if required.

If I take up employment I understand it may be necessary for security purposes for Morrisons to carry out a credit reference check on Senior, Night and Duty Management, all Cash Office employees, Warehouse, Petrol and Pharmacy Management, Checkout Management and Security and Central Salaried Personnel.

Pharmacy Only: Must be ISA registered or consent to the enhanced CRB check being completed prior to offer of employment.

Please tick here if you have any objection to the appropriate check being undertaken.

It must be understood that for certain jobs, a refusal may influence an offer of employment being made.

Signed

Date

Location issued:

Closing date

Return to:

Immigration, Asylum and Nationality Act 2006*

Under the Immigration, Asylum and Nationality Act 2006, you are required to provide evidence of your right to work in the UK, if called for an interview you will be advised of the documents you will need to provide which will then be checked to ensure the company complies with current legislation. If you have a National Insurance number please write it here.

Town of birth

Country of birth

Rehabilitation of Offenders*

Have you been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 1974.

Please tick Y N

If yes, please provide details:

Equal Opportunity Monitoring*

As an equal opportunities employer the following information is for monitoring purposes only, and is not part of the selection criteria. Ethnic origin questions are about colour and broad ethnic groups. Regardless of your nationality, place of birth or citizenship, you can belong to any of the groups indicated. Describe your race or cultural origin by CHOOSING ONE SECTION FROM A TO E, then tick the appropriate box to indicate your cultural background.

WHITE

A1 White British

A5 White Irish

AO Any other White background, please state:

MIXED

B1 Mixed White & Black Caribbean

B2 Mixed White & Black African

B3 Mixed White & Asian

BO Any other Mixed background, please state:

ASIAN

C1 Asian Indian

C2 Asian Pakistani

C3 Asian Bangladeshi

CO Any other Asian background, please state:

BLACK

D1 Black Caribbean

D2 Black African

DO Any other Black background, please state:

CHINESE or OTHER

E1 Chinese

EO Any other background, please state:

As a symbol user we guarantee to interview all disabled applicants who meet the minimum criteria.

Please tick if you are disabled



we're supporting
AGE POSI+IVE



Printed on recycled paper

Information for you to keep...

Why Morrisons?

Let's start with some impressive facts. Morrisons is the UK's fourth largest food retailer and the fifth largest food manufacturer, serving over 10 million customers per week from over 400 stores. We've been around for more than a century; beginning life as a Bradford market stall to becoming the UK's Retailer of the Year, with over 120,000 colleagues and 10.5 million square feet of selling space.

Where we're going... Our vision

Our vision is to be the 'Food Specialist for Everyone'. 'Food Specialist', because our expertise helps us to deliver fresher food than anyone else. 'For Everyone', because our skills help us provide real value and service to our customers at a price everyone can afford. That's why we emphasise the following:

Fresh

We aim to offer more freshly prepared food than any other retailer. That's because we've got more colleagues preparing fresh food than any other retailer. We source food locally and offer the very best in seasonal produce. And because we've invested in our own factories, production facilities and our own distribution network, we can get food to our stores faster so that it's always fresher.

Value

We offer quality and freshness at a price people like. Our famous promotional offers always save our customers money. And we don't just offer value on a few items – our prices are great value across our ranges.

Service

We give our customers what they want – fresh food served by helpful, friendly, well-trained people. And with our commitment to great selling and service, we aim to get it right for our customers each and every time.

Summary of the Selection Process

Please take your time in completing this application form as it's the first stage of our selection process.

Please take the time to answer each question carefully and honestly and then we can make sure our jobs suit you.

If you are successful the second stage in the selection process is an interview with a member of the Store Personnel Team. Don't forget to take along a copy of your identification as well as the original documentation.

Rewards

To thank our people for the success they've brought to the business, we offer competitive pay at all levels, a range of benefits and a staff discount card, giving you 10% off your shopping when you start at Morrisons.

Our Values

Our strength has always been our ability to pull together. Our values set out what we can expect of each other and what our customers expect of us. Our values help us to work together and achieve our vision of becoming The Food Specialist For Everyone.

'Can do' means getting things done.

Our 'can do' attitude means we keep things simple and to the point, we thrive on challenge, we get on with the job, we make things happen and we achieve great results.

'Great shopkeeping' means we set the standard in all areas of our business.

We pay attention to detail, we take pride in what we do, we guarantee the quality of our products, we aim to waste nothing and we always watch our costs so Morrisons saves money and our customers get a great deal.

'One team' means we work well together.

We build trust and respect and share a common goal. It means we help each other out, we always keep our promises and we tell each other what's going on.

'Bringing the best out of our people' means we're constantly learning and we're always looking to improve on where we are.

We grow our own people, helping them to progress their careers through the company. We are enthusiastic and we give our very best every time.

'Great selling and service' means we love to sell and serve.

We all have customers wherever we are in the business and we are all here to deliver great service.

'Fresh thinking' means we're always looking for new and better ways of doing things.

We listen to new ideas. We come up with suggestions and we are continuously improving.

Preparing for your Interview

Like most things in life, a lot of interview tips are common sense. Provided you are honest, informative and personable and give a full account of who you are and what you can achieve – there is nothing to be nervous about!

Prepare for the interview – we want you to be your best and tell us as much about why you're right for the job so finding out as much as you can about Morrisons and the job is vital. Do your homework.

A Checklist of Helpful Tips:

- Though Store colleagues are issued with a uniform – to create the right impression it's a good idea to turn-up smart.
- Be on-time. Nothing is worse than turning up late – or too early. Plan to be there ten minutes before your interview.
- Don't forget to take along a copy of your identification (passport/full birth certificate/national insurance number evidence) and the original document to the interview.
- Listen to each question and answer as honestly as possible.
- If you don't understand a question – ask for clarification. If you don't know the answer – say so, don't make it up.
- Try to expand on an answer rather than responding "Yes" or "No".
- Be honest, don't say that you are available to work when you are unable to commit to the shifts discussed.

It may seem difficult, but be calm, relax, and approach the interview in a friendly, confident and interested manner. Be courteous and be confident - after all, no one knows you better than you. Smile. Be yourself!

Iwantafreshstart.com

Application Form - Additional Information



MORRISONS

*Please complete the information below and return it with your
completed application form*

Will you delight our customers with your positive approach
and exceptional service?

We give our customers what they want - friendly people making great food affordable for everyone. And with our commitment to great selling and service, we aim to get it right for our customers each and every time.

- *Are you naturally helpful?*
- *Do you thrive on making people happy through your actions?*
- *Do you get a buzz from their great feedback?*
- *Do you love connecting with people to meet their needs and brighten their day?*
- *Are getting things done well important to you?*
- *Is remaining calm under pressure just something you've always done?*

If you think you match up to this description tell us more by answering the following questions:

1. Why do you want to work in retail and in particular Morrisons?*

2. Tell us how you fit the descriptions of great customer service strengths in the italics above. Please give specific examples*

*Please continue your answers on the back of this page if necessary