

Mantons Cards

TEAM MEMBER APPLICATION FORM

Mantons Cards is an award-winning shop in Port Erin. If you feel that you can offer an award-winning service, helping our customers to choose the perfect greeting card and gift and you would like to join our team, please complete this form and enclose a copy of your C.V. All your details will be kept in the strictest confidence.

PERSONAL DETAILS

NAME: _____

ADDRESS: _____

DATE OF BIRTH _____

E-MAIL: _____

TELEPHONE: _____

MOBILE: _____

(We will contact you by email in the first instance)

When you have completed this application form, please return it to;
Chris Beards MANTONS CARDS, 17 Station Rd, Port Erin, IOM, IM9 6AE

Please complete the following questions as fully as possible.

(Please complete the form in your own handwriting)

1: Where did you hear about joining The Mantons Team?

2: Which day/days of the week are you applying to work on?

3: Are you able to work any other days?

4: Are you able to work any other times (during school holidays etc)?

5: Do you have the legal right to work in the U.K.?

6: Are there any restrictions/time limits to your legal right to work in the U.K.? If yes, please give details.

7: Please list your National Insurance Number?

8: Do you require a work permit to work in the Isle of Man?

9: Have you ever been convicted of a criminal offence by a Court of Law or other similar Judicial Body, which is not legally spent within the meaning of the Rehabilitation of Offenders Act 1974?

If yes, please give details (on a separate sheet if necessary). Any such details will be treated with the strictest confidentiality.

10: Why do you want to join the team at Mantons Cards?

11: How would you contribute to our team? What personal qualities, experience and skills would you bring?

12: What do you consider to be the most essential elements of customer service?

13: How important do you think it is to display products in a clean and organised way?

14: Please give an example of a situation where you have had to overcome difficulties in communication. How did you overcome them?

15: Please give an example of a time you suggested a new way of approaching a task or suggested some improvement/s at work (or elsewhere, if you haven't been employed before).

EMPLOYMENT HISTORY Please start with your most recent/current employer.

Please leave blank if you have not been employed before

From :

To:

Company Name:

Job Title:

Description of Role/Duties:

Reason for Leaving:

Notice period required (if applicable):

From :

To:

Company Name:

Job Title:

Description of Role/Duties:

From :

To:

Company Name:

Job Title:

Description of Role/Duties:

Reason for Leaving:

EMPLOYMENT HISTORY continued

From :

To:

Company Name:

Job Title:

Description of Role/Duties:

Reason for Leaving:

From :

To:

Company Name:

Job Title:

Description of Role/Duties:

Reason for Leaving:

From :

To:

Company Name:

Job Title:

Description of Role/Duties:

Reason for Leaving:

REFERENCES:

Please include contact details for your chosen referees below. One of these should be your current or last employer (if you have been employed before). Please do not include family members. The referee should have known you for at least 3 years if possible.

Upon any offer of employment, we will seek references from 2 of the referees you have listed. Employment is dependant upon receipt of 2 references deemed to be satisfactory.

Name:

Address:

Contact Number:

Nature of Relationship:

Name:

Address:

Contact Number:

Nature of Relationship:

Name:

Address:

Contact Number:

Nature of Relationship:

PERSONAL DEVELOPMENT:

Please list any relevant skills, interests or training/qualifications that you have which you feel may be beneficial to the position you are applying for. Include any dates and levels achieved.

Continue on a separate sheet if necessary.

If you have any questions or you would like to add anything further, please do so here.

I confirm that to the best of my knowledge and belief the information I have given on this form is true and correct.

SIGNED:

DATED:

Thank you for your interest in joining the Mantons Team and completing your application.

Data Protection: The information provided on this form will be used by us for the purposes of assessing your application and, if your application does not result in your being employed by us, will be retained only for so long as is necessary. If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employment