

Thank you for your interest in a role with Scotmid Cooperative foodstores (known as Lakes & Dales in the North of England). Our aim is to be our customer's preferred community convenience retailer, and a key factor in achieving this is through our people.

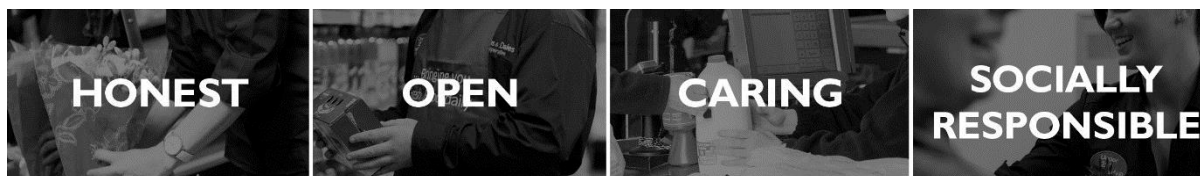
Open from early in the morning until late at night, any of our team members will tell you that no two days are the same!

## **Before we get started....**

Working in a Scotmid foodstore you will be required to prepare and serve various products including raw and cooked meat, alcohol, and foods containing allergens. You may be on your feet for long periods of time, and many of our roles will involve some lifting, carrying and other tasks such as stock merchandising and cleaning.

Food safety is very important to us, if you join the team at Scotmid food then when you are instore you will be asked to remove all visible jewellery, remove any nail polish or false nails, to tie back longer hair, and on some occasions you may be asked to wear a hat and/or hairnet.

If you are comfortable with these elements of our roles, and you want to be part of a team that works in a fast paced, customer facing environment, then please complete the attached application form.



In the initial stages of the application process we will rely on the information that you provide on the application form and/or CV to compile a shortlist for interview and to collect some information about you that is necessary for us to fulfil our obligations under the employment contract should you be successful, or to meet our legal obligations on statistical reporting.

Personal information which you supply to us may be used in a number of ways, for example:

- To make an employment decision
- To request references
- To meet our legal obligations.
- For statistical analysis

A full copy of our job applicant data policy can be found on the Society's website at [www.scotmid.coop/careers](http://www.scotmid.coop/careers).

If you are **unsuccessful** in your application, for data security purposes, the Store Manager will securely destroy any information that you provided and no personal information about you will be retained in store.

If you are **successful** in securing a position with the Society we will supply a copy of our Employee Data Policy (EDP) as part of your induction training and will at that time collect any further personal data including sensitive personal data that is required to meet our obligations under the contract or our legal obligations.

If you require further information on how your information is used, how we maintain the security of your information, and rights to access information we hold on you, please contact the Society's People and Performance department on 0131 335 4529.

While we will always try to keep you up-to-date with the progress of your application, sometimes the volume of applications for a role makes this difficult. If you have not been contacted within four weeks of submitting your application, then you should assume it has been unsuccessful on this occasion.

***Please detach and retain this cover sheet for your information***



## EMPLOYMENT APPLICATION FORM

Please complete **all sections** using **BLOCK CAPITALS**

### Vacancy Information

Position applied for: \_\_\_\_\_ How did you hear about this vacancy? \_\_\_\_\_  
Location of Vacancy: \_\_\_\_\_ Have you worked for the Society before? **YES/NO**  
Vacancy reference number: \_\_\_\_\_ If so when & where? \_\_\_\_\_

### Your Personal Details

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_  
Any previous names: \_\_\_\_\_  
Address: \_\_\_\_\_ Home Tel No.: \_\_\_\_\_  
\_\_\_\_\_ Mobile Tel No.: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_

If you are happy for us to contact you by email please provide your email address below:

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

Do you have a valid National Insurance Number? **YES/NO**

Do you have proof of your entitlement to work in the UK? **YES/NO**

All applicants who are successful for interview will be required to present their original documents to prove their eligibility to work in the UK, and to provide a photocopy of the original documents that the Society will retain.

### Criminal/Civil Convictions

Please give details of any criminal or civil convictions which are not spent under the Rehabilitation of Offenders Act 1974. A spent conviction is a conviction which, under the terms of Rehabilitation of Offenders Act 1974, can be effectively ignored after a specified amount of time. The amount of time for rehabilitation depends on the sentence imposed, not on the offence.

**If none, please state none – do not leave blank.**

Should you be successful in obtaining employment with the Society you are required to keep us up to date with any future criminal or civil convictions. You may also be required to successfully complete Post Office Limited's security and background checking processes, if the store you are recruited to operates a Post Office counter.

If any of your relatives are employed by the Society, state their name, place of work and their relationship to you below:

### Emergency Contact Details

Name of emergency contact:

Tel No.

**Confidential once complete**



## Your Previous Employment Details

Please record your previous employment details **starting** with your present or most recent employer and remembering to include any previous employment with Scotmid. If you are also submitting your CV please tick (✓) this box

Date from		Date to		Your Job Title	
Employer Name					
Employer Contact Name & Email Address					
Employer Address					
Your Responsibilities					
Your Reason for Leaving					

Date from		Date to		Your Job Title	
Employer Name					
Employer Contact Name & Email Address					
Employer Address					
Your Responsibilities					
Your Reason for Leaving					

Date from		Date to		Your Job Title	
Employer Name					
Employer Contact Name & Email Address					
Employer Address					
Your Responsibilities					
Your Reason for Leaving					

Date from		Date to		Your Job Title	
Employer Name					
Employer Contact Name & Email Address					
Employer Address					
Your Responsibilities					
Your Reason for Leaving					

Please give reasons for any breaks in your employment history:

### Your Notice Period

If your application is successful when would you be able to start work?

### Your References

We will usually ask your current or previous employers (as shown above or on your CV) for references. While these will not normally be taken up until you have accepted our offer of employment, your continued employment with us will be subject to the receipt of satisfactory references. If you do not want us to contact your current or previous employer(s) please let us know why.

**Confidential once complete**

If you have **no previous employment** please use the boxes below to provide details of **TWO** Character references (who are not related to you) that we may contact, i.e. School Teacher, Course Leader, Minister etc. You only need to complete this section if you have no previous employment history.

Reference Name: _____	Reference Name: _____
Address: _____ _____	Address: _____ _____
Tel No. _____	Tel No. _____
Email: _____	Email: _____
Relationship: _____	Relationship: _____

**Your Availability**

It will help us to match your application to a suitable role if you can tell us about your availability. If there are no restrictions on the days and times you can work for us please tick (✓) this box

If there are restrictions on when you can work with us then please indicate below the earliest and latest times you can start and finish each day:

	Earliest Start Time	Latest Finish Time
<b>Sunday</b>		
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		

How many hours a week would you like to work:

If you are unsuccessful in your application for this position, but would be interested in a role in one of our other locations, please indicate below the stores/areas that would interest you:

**Declaration**

***I certify that the information contained on this application form is correct and acknowledge that any falsification may be the cause for refusal or termination of my employment.***

***I agree to the Society requesting references from my most recent & past employers or persons specified & understand that employment is subject to the receipt of satisfactory references.***

***The Society may, depending on job role, access publicly available information to verify your identity, address details provided are accurate, credit rating indicator, salary arrestment's or known alias (s) to protect the Society and its assets if an offer of employment is to be made. The checks carried out will not have an impact on your credit rating status.***

Signature:

Date:

**Confidential once complete**