



TJ Morris Limited,
Axis Business Park, East Lancs Road,
Gillmoss, Liverpool, L11 0JA. UK

Tel: +44 (0)151 530 2920
Fax: +44 (0)151 530 2922
E mail: recruitment@tjmorris.co.uk

home bargains

TOP BRANDS - BOTTOM PRICES

Application Form

OFFICE USE ONLY

Ref No.

The Position

Position applied for: Full Time Part Time Location

Where did you see this position advertised?

Personal Details

Surname Forename

Have you ever been known by a different name? Yes No
(If yes, please give details of name(s) and dates of change)

Current Address Previous Address

Postcode

Length of time at this address Length of time at this address

Home Telephone No. Mobile No. Email Address

Please complete the following 5 questions only if you applying for a position which involves driving:

1. Do you currently hold a valid driving licence for driving in the UK? Yes No

2. Please state the category of licence/s held and the length of time you have held them
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3. Do you hold a driver CPC qualification card? Yes No From To

4. Have you had any driving convictions or accidents in the last 5 years? Yes No
(If yes, please give details)

5. Please confirm that you have completed the Drivers Medical Questionnaire attached to your application Yes No

Are you a British subject? Yes No

If no, are you a National of any EU country? Yes No

Do you have the right to work in the UK? Yes No

Do you have a current work permit? Yes No

If yes, please state the expiry date of your right to work in the UK and/or your work permit?
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Have you ever worked for T. J. Morris Ltd. previously? Yes No
(If yes, please give details)

Do you know anyone who works for T. J. Morris Ltd.? Yes No
(If yes, please give their name & state your relationship to them)

Are you required to give notice to your existing employer? Yes No
(If yes, how much notice is required)

Education / Training

School / College / Institute	Dates	Subjects / Course	Qualifications

Please describe what skills you have that would benefit the role that you are applying for at T. J. Morris Limited?

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Why do you want to work for T. J. Morris Limited?

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What do you know about the company?

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.....

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Please state your hobbies & interests.

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Employment History

Please list details of positions held starting with your most recent (Please continue on separate sheet if necessary)

- All sections must be completed in full to include the reasons for leaving each post
- Please give an explanation of any gaps between posts including dates to and from
- Do not refer the reader to an attached CV

Company Name & Nature of Business	From	To	Position Held & Main Duties	Salary	Reason For Leaving

Do you require any special arrangements to be made for your interview/assessment on account of disability?

Yes No

If yes, please give brief details of any adjustments that you require

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Have you ever been convicted of a criminal offence?

Yes No

If yes, please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders act 1974 (Exceptions) Order 1975

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T. J. Morris Limited is a retail company and as such lifting is required in almost all roles across the business . Working in stores and distribution centre will involve daily and regular lifting of items of differing weight and size. Please inform us of any circumstance which may affect your ability to undertake this extent of manual handling.

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References

Please provide the names of referees from your last employer/s. If you have not been employed previously, we will require details of professional persons who can provide a character reference (e.g. teacher, lecturer etc.) Please ensure that you provide **FULL** details for both referees. All offers of employment are conditional upon the receipt of satisfactory references.

Name & Position of Referee	Company Name & Full Address	Telephone Number
		Permission to contact prior to interview Yes <input type="checkbox"/> No <input type="checkbox"/>
		Permission to contact prior to interview Yes <input type="checkbox"/> No <input type="checkbox"/>
		Permission to contact prior to interview Yes <input type="checkbox"/> No <input type="checkbox"/>
		Permission to contact prior to interview Yes <input type="checkbox"/> No <input type="checkbox"/>

Declarations

References I authorise T J Morris Ltd to obtain references from the referees named above to support this application. I further release the company and referee from any liability caused by giving and receiving such information.

Asylum & Immigration Act 1996 Under the Asylum and Immigration Act 1996 we are obliged to ensure that all new employers are legally entitled to be employed in the U.K. If appointed you will be required to provide original documentation as evidence before your employment commences.

Police Subject Access Information We may request applicants to obtain police subject access information which is a copy of any prosecution, caution or conviction history held on the police national computer. Where this is requested, the cost will be reimbursed by the company.

Vetting The company may seek credit reference checks directly from an appointed credit reference agency. In addition to this the company may also make enquiries from third parties about an applicants background and circumstances relating to previous employment.

Declaration I declare that all information provided in support of my application is, to the best of my knowledge, correct and true. I also understand that any false or misleading information given in this application, or failing to disclose requested information such as convictions or cautions may result in my dismissal without notice or withdrawal of conditional offer of employment. I agree to the above declarations and to obtain a police subject access report if requested to do so by the company.

Equal Opportunities We are an equal opportunities employer, and wish to assist and support disabled job applicants through the recruitment process. If you require further information please contact the HR department on 0151 530 2219.

Data Protection Information from this application may be processed for purposes registered by the company under The Data Protection Act 1998. Individuals have on written request and payment of £10, the right to access personal data held about them.

I hereby give my consent to T. J. Morris Limited processing the data supplied in this application form for the purpose of recruitment and selection.

Signature

Date

Thank you for completing this application form. Please note, we will not contact you unless we wish to take your application further.

Please return completed form to:

Head Office
HR Department, T. J. Morris Ltd.
Axis Business Park, East Lancs Road,
Gillmoss, Liverpool, L11 0JA

Store



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Axis Business Park, East Lancs Road,
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Equal Opportunities Monitoring Form

TJ Morris is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring all forms which are returned to us from job application stage. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at short listing and appointment as well as application stage. All information will be treated in confidence and will not be seen by staff involved in the appointment. The questionnaire is detached from your application form, stored separately for a limited period of time and used only to provide statistics for monitoring purposes. Thank you for your assistance.

Reference: Position Applied: Position Applied: Full Time Part Time

1. Age Age Range: under 20 20-29 30-39 40-49 50-59 60-65

2. Disability

I have a disability (please give details)

I do not have any disability

3. Nationality

I am a current citizen of the European Union/UK Other (please state)

4. Heritage

Asian	Black	Chinese	Dual heritage	White
Bangladeshi <input type="checkbox"/>	African <input type="checkbox"/>	Chinese <input type="checkbox"/>	White and Asian <input type="checkbox"/>	English <input type="checkbox"/>
Indian <input type="checkbox"/>	British <input type="checkbox"/>	Other <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Irish <input type="checkbox"/>
Pakistani <input type="checkbox"/>	Caribbean <input type="checkbox"/>		White and Black Caribbean <input type="checkbox"/>	Scottish <input type="checkbox"/>
Other <input type="checkbox"/>	Other <input type="checkbox"/>		Other <input type="checkbox"/>	Welsh <input type="checkbox"/>
				Other <input type="checkbox"/>

5. Gender Male Female

6. Religion Please specify your religious belief: I'd prefer not to say

7. Marital Status

Civil Partnership Co-habiting Divorced Married Single Separated Widowed

8. Sexual Orientation Bi-Sexual Gay Heterosexual Lesbian I'd prefer not to say

9. Dependants

Do you have responsibility for dependants? Yes No
(Dependants relates to children, or elderly or other persons for whom you are the main carer.)

Data Protection:

Information from this form may be processed for purposes registered under the Data Protection Act 1998. I hereby give my consent to TJ Morris Limited processing the data supplied in this form for the purpose of monitoring recruitment and selection.

Signed: Date: