

## Private & Confidential

### Application for Employment

To ensure that you are able to complete the application form in full, please refer to the short-listing criteria on the job description.

|                                              |                    |
|----------------------------------------------|--------------------|
| <b>Position Applied For</b>                  | Checkout Assistant |
| <b>How did you learn about this vacancy?</b> | Facebook           |

#### 1. Personal Details

|                           |                                                                |           |            |
|---------------------------|----------------------------------------------------------------|-----------|------------|
| Title                     | Ms                                                             |           |            |
| Surname                   | Antwi                                                          |           |            |
| Previous Name             |                                                                |           |            |
| Forenames                 | Dorothy                                                        |           |            |
| Address                   | 75 BOONE STREET                                                |           |            |
| Post Code                 | SE6 1AX                                                        |           |            |
| Telephone number          | 02086955118                                                    | Mobile No | 7954924177 |
| E-mail address            | <a href="mailto:deworme1@yahoo.co.uk">deworme1@yahoo.co.uk</a> |           |            |
| National Insurance Number | ZH 991305 F                                                    |           |            |

#### 1a. Additional Information

|                                                                                                                               |     |   |    |  |
|-------------------------------------------------------------------------------------------------------------------------------|-----|---|----|--|
| Do you hold a full, clean driving license valid in the UK?                                                                    | Yes | * | No |  |
| Do you have the right to work in the UK without restriction?<br><b>(Proof of right to work in the UK ID will be required)</b> | Yes | * | No |  |

## 2. Employment History

The last 5 years employment should be detailed, including any gaps in employment. Please continue on a separate sheet if required.

### Current or Most Recent Employment

|                                                       |                                       |      |        |               |
|-------------------------------------------------------|---------------------------------------|------|--------|---------------|
| Employers Name                                        | Sainsbury's Supermarket               |      |        |               |
| Address                                               | 12-14 Windslade Way                   |      |        |               |
| Postcode                                              | SE6 4GU                               |      |        |               |
| Job Title                                             | Admin Assistant                       |      |        |               |
| Dates of Employment                                   | From                                  | 2006 | 2021   | Date: 5th JAN |
| Reason for leaving                                    | Redundant                             |      | Salary | 1,200         |
| Brief outline of main responsibilities and key duties | Dealing with emails and phone queries |      |        |               |

## 2. Employment History

The last 5 years employment should be detailed, including any gaps in employment. Please continue on a separate sheet if required.

### Current or Most Recent Employment

|                                                             |      |  |        |  |
|-------------------------------------------------------------|------|--|--------|--|
| Employers Name                                              |      |  |        |  |
| Address                                                     |      |  |        |  |
| Postcode                                                    |      |  |        |  |
| Job Title                                                   |      |  |        |  |
| Dates of Employment                                         | From |  | To     |  |
| Reason for leaving                                          |      |  | Salary |  |
| Brief outline of main responsibilities and key achievements |      |  |        |  |

### Previous Employment

|                |                 |
|----------------|-----------------|
| Employers Name | Asda            |
| Job Title      | Sales Assistant |

|                                                             |            |      |        |      |
|-------------------------------------------------------------|------------|------|--------|------|
| Dates of Employment                                         | From       | 2001 | To     | 2005 |
| Reason for leaving                                          | Low salary |      | Salary | 700  |
| Brief outline of main responsibilities and key achievements |            |      |        |      |

### Previous Employment

|                                                             |      |  |        |  |
|-------------------------------------------------------------|------|--|--------|--|
| Employers Name                                              |      |  |        |  |
| Job Title                                                   |      |  |        |  |
| Dates of Employment                                         | From |  | To     |  |
| Reason for leaving                                          |      |  | Salary |  |
| Brief outline of main responsibilities and key achievements |      |  |        |  |

**Please continue on a separate sheet if required.**

## 3. Formal Qualifications and Training & Development

Continue on a separate piece of paper if required. You will be required to provide original qualification certificates if successful.

### Secondary Education Qualifications

| Name of Qualification | Date Gained | Level  | Grade             | Awarding Body |
|-----------------------|-------------|--------|-------------------|---------------|
| Award and Body        | 1992        | NVQ L3 | Health and Safety |               |
|                       |             |        |                   |               |
|                       |             |        |                   |               |
|                       |             |        |                   |               |

### Further/Higher Education Qualifications

| Name of Qualification | Date Gained | Level | Grade | Awarding Body |
|-----------------------|-------------|-------|-------|---------------|
|                       |             |       |       |               |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

### Professional Qualifications

| Name of Qualification | Date Gained | Level | Grade | Awarding Body |
|-----------------------|-------------|-------|-------|---------------|
|                       |             |       |       |               |

### CPD / Training and Development

| Brief description / course title | Date Taken |
|----------------------------------|------------|
|                                  |            |

## 4. Interests and hobbies

Please provide details of your hobbies / leisure activities / voluntary work

My hobbies are listening to music and cooking

I volunteer as a carer to people with dementia during my leisure time

## 5. Referencing

Referencing required for 2 full years (with a minimum of 2 references). At least 1 reference should be your current or most recent employer. Please confirm any existing personal / family relationship with existing PRC employees

### References (Current or most recent employer)

|                                                                       |                                                                    |             |     |
|-----------------------------------------------------------------------|--------------------------------------------------------------------|-------------|-----|
| Name of Referee                                                       | Mercy Apple                                                        |             |     |
| Job Title                                                             | Customer Service Management                                        |             |     |
| Employers Name                                                        | Sainsbury's                                                        |             |     |
| Address                                                               | 12-14 Windslade Way                                                |             |     |
| Postcode                                                              | SE6 4JU                                                            |             |     |
| Telephone Number                                                      | 2034621802                                                         | Ext. Number | 771 |
| E-Mail Address                                                        | <a href="mailto:mercyapple@yahoo.co.uk">mercyapple@yahoo.co.uk</a> |             |     |
| Are you willing for this referee to be approached prior to interview? | Yes                                                                |             |     |

### References

|                                                                       |                                                                |             |     |
|-----------------------------------------------------------------------|----------------------------------------------------------------|-------------|-----|
| Name of Referee                                                       | John Cook                                                      |             |     |
| Job Title                                                             | General Manager                                                |             |     |
| Employers Name                                                        | Morrisons                                                      |             |     |
| Address                                                               | 12-14 Windslade Way                                            |             |     |
| Postcode                                                              | SE6 4JU                                                        |             |     |
| Telephone Number                                                      | 2034621802                                                     | Ext. Number | 771 |
| E-Mail Address                                                        | <a href="mailto:johncook89@gmail.com">johncook89@gmail.com</a> |             |     |
| Are you willing for this referee to be approached prior to interview? | <b>Yes</b>                                                     |             |     |

## 6. Reason for applying

**Please detail below reasons for applying for the position including your skills, experience and attributes.**

The reason why I am applying for this job is because I am passionate about providing excellent customer service which is great interest of mine. I have experience in working with people at my previous job which makes me a good team player, patient and a good listener. I pride myself on my clear communication skills, my ability to use my initiatives and attentiveness towards customers and the people I work with.

I put the customers first and also I work to the company's expectation.

**Please specify how you meet the criteria for this role.**

I meet the criteria because I have the ability to work in a team and in a collaborative environment. And also exceptional time management skills to meet deadlines am multi skill am people person I smile and I have eye contact with customers

## 7. Declaration

Please complete the following declaration and sign it in the appropriate place below.

I certify that:

- All the information given to me on this form is correct to the best of my knowledge
- All questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold

**Signed:**

**Date:**

**Print Name: Dorothy Antwi**

