



Application Form

App Ref No: _____

Job Title: Assistant Manager BELFAST STORES

Only application forms containing all the information which has been sought on the Application Form will be considered for appointment. Please email completed forms to recruitment@lunns.com.

The following will not be accepted: Curriculum Vitae / Attached pages

PART A PERSONAL DETAILS

Title	<input type="text"/>	Telephone Number (s)	<input type="text"/>	Home
Forename (s)	<input type="text"/>		<input type="text"/>	Mobile
Surname (s)	<input type="text"/>		<input type="text"/>	Work
Address 1	<input type="text"/>	Postcode	<input type="text"/>	
Address 2	<input type="text"/>	Email Address	<input type="text"/>	
Town	<input type="text"/>			

Do you have eligibility to work in the UK?

☐ Yes

☐ No

Current Salary

Notice Period

Required Salary

Do you have a disability that meets the following definition?

Disability Discrimination Legislation states that a person has a disability if he/she has a 'physical or mental impairment which has a substantial or long-term adverse effect on his/her ability to carry out normal day to day activities.'

Do you meet (or have you in the past, met) this definition ☐ Yes

☐ No

If yes, please state what reasonable adjustments, provisions or facilities may be required in the selection process.

PART A (Continued)
PERSONAL DETAILS

GENERAL DATA PROTECTION REGULATION (G.D.P.R.)

Please note that the information on this form may be held on record. Strict confidence will be observed and disclosure will only be made for Payroll and Human Resource Administrative procedures. The information may also be disclosed in respect of litigation.

Do you have any convictions for criminal offences or any criminal proceedings pending?

☐ **Yes** ☐ **No**

If yes, please give full details below. (You need not include motoring convictions unless your driving licence is endorsed or you are currently banned from driving and you need not include any convictions which are 'spent' under the Rehabilitation of Offenders (NI) Order 1978.)

PART B
EDUCATION AND LIST OF QUALIFICATIONS

Please provide details of up to 5 of the most relevant qualifications obtained. Make sure all dates are entered in full, starting with the most recent.

Subject 1	Level (e.g. GCSE / A Level / HND/ Degree	Grade	Year

Subject 2	Level (e.g. GCSE / A Level / HND/ Degree	Grade	Year

Subject 3	Level (e.g. GCSE / A Level / HND/ Degree	Grade	Year

Subject 4	Level (e.g. GCSE / A Level / HND/ Degree	Grade	Year

Subject 5	Level (e.g. GCSE / A Level / HND/ Degree	Grade	Year

PART C
EMPLOYMENT HISTORY & REFERENCES

Please provide details of the up to the last
three positions you have held.
Start with the most recent

Employer name and address	Job title and brief description of role	From	To	Salary	Reason for leaving

Employer name and address	Job title and brief description of role	From	To	Salary	Reason for leaving

Employer name and address	Job title and brief description of role	From	To	Salary	Reason for leaving

PART C (Continued)
REFERENCES

Please give the Names and Addresses of 2 people who will provide a reference for you. One reference must be from a current or former employer. References will only be sought when the Company is preparing a job offer.

Name _____

Address _____

**Relationship
to Applicant** _____

Name _____

Address _____

**Relationship
to Applicant** _____

PART D
MEETING THE PERSON SPECIFICATION & DECLARATION

Please indicate in the boxes below how you meet the essential criteria. Short listing will be based on the information provided in the sections which refer to these criteria.

ESSENTIAL CRITERIA

Please indicate in the boxes below how you meet the desirable criteria. Short listing will be based on the information provided in the sections which refer to these criteria.

DESIRABLE CRITERIA

PART D (Continued)
DECLARATION BY THE APPLICANT

I declare that I have not canvassed in any way and that the information contained in this application is complete and correct to the best of my knowledge. I accept that providing false information or suppressing any information wilfully will make me liable to disqualification, and if appointed to dismissal.

Signature _____ Date _____

Completed applications must be received **by 5pm on Monday 8th April 2019** . Email to recruitment@lunns.com or post to John H Lunn (Jewellers) Ltd, 13-21 Queen's Arcade, Belfast. BT1 5FE (FAO - Claire Flannery)