



Shell Cluster 4020

For office use only:

Date Received:

Received By (initials):

Shell Cluster 4020 is an equal opportunities employer and has a policy of gathering information equally from all candidates.

Section A: Please complete all sections.

Section B: Please complete the sections not covered in your CV. (Please Fully fill out, if no CV is Attached)

Section C: Equal Opportunities Monitor

### Job Application Form – SECTION A

Vacancy Job Title :

Location of the Vacancy (If Known):

### Personal details

First Name:

Last Name:

Address:

Postcode:

Home Telephone No.

Mobile Telephone No.

E-mail address:

National Insurance No.

Are you eligible to work in the UK?

Yes

No

### PROOF OF IDENTIFICATION AND LEGAL ENTITLEMENT TO WORK IN THE UNITED KINGDOM

**All applicants at the interview stage of the recruitment process must supply the relevant documentation listed below to bring to the interview**, in order for them to gain employment with the Company. All documents must bear your name in the same form as you have stated it on the application form.

#### Documents Required:

A recent residency document confirming proof of your address (i.e. Bank Account Statement, Utility Bill, etc).

One of the following documents from A, B, C, D or E, to confirm proof of legal entitlement to work in the UK.

**A)** A full British passport

**B)** A passport or national identity card if you are a national of a European Economic Area Country.

**C)** A passport or other document endorsed to show that you currently have a right of residence in the UK, or you have no time limit on your stay or allowing you to do the type of work you are being offered if you do not have a work permit. If your permit displays the words "able to work as authorised" or "work (and any changes must be authorised)" then a letter from your university or college must be provided. This must state what course you are enrolled on and any enrolment dates.

**D)** An Application Registration Card (ARC) with "employment permitted" displayed (this will be subject to further checks via the employers checking service before employment can be confirmed).

**E)** A document confirming your National Insurance Number P45 / P60 or National Insurance card (not including NI numbers starting with TN or ending with M, F or G) and

a full birth certificate showing your parents' names or

a registration document or

a naturalisation document or

a letter from the Home Office or an Immigration Status Document stating you can stay in the UK.

**PLEASE NOTE: If your VISA says Dependant we will also need a copy of your partners VISA and Passport**

## Preferred hours

Please tick:

Full time:

☐

Part time:

☐

**We like our employee's to be willing to work flexibly across the week and need to know when other commitments mean you could not be available to work:**

Please tick when you are available to work: (Morning 6am to 2pm, Afternoon 2pm to 10pm, Evening\* 10pm to 6am) or (Monday 7am to 3pm, Afternoon 3pm to 11pm, Evening\* 11pm to 7am)

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening*							

\*Some stores are not open on Evening Shifts therefore evening shifts will not be available ask the Store Manager for opening times. Shift times depends on the store

## Driving Licence (if relevant to post applied for)

Do you hold a full, clean driving licence valid in the UK?

Yes:

☐

No:

☐

If no, are you learning to drive?

Yes:

☐

No:

☐

Have you previously worked for Shell?

Yes:

☐

No:

☐

If yes, please state which store and position held:

Do you know anyone currently working for Shell?

Yes:

☐

No:

☐

If yes, State which store, their name & Relationship to you:

## Convictions/ Disqualifications

Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.

**Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:**

Have you ever been Convicted of a criminal offence?

Yes:

☐

No:

☐

Have you any prosecutions pending?

Yes:

☐

No:

☐

**If yes, Please give details: Dates of offences(s) and sentence:**

Please sign to confirm that you are happy for us to carry out a Criminal Records Bureau Check.

Signature: \_\_\_\_\_

**Personal Attributes**

Use this section to add any further information which directly relates to your suitability for this position.

References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1

Name:

Job Title:

Organisation:

Address:

Contact No:

Email:

How is this person known to you:

Do you wish to be consulted before this referee is approached\*:  

Yes ☐ No ☐

Reference 2

Name:

Job Title:

Organisation:

Address:

Contact No:

Email:

How is this person known to you:

Do you wish to be consulted before this referee is approached\*:  

Yes ☐ No ☐

\*We reserve the right to contact any of your other previous employers within the last three years, By signing this Application form, You confirm you are happy for us too contact your referee without notice to you.

## Job Application Form – SECTION B

### Education/Qualifications

School (11+)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

### Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

## Employment History

**Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first.

### Current or most recent employer

Name of Employer:

Address:

<input type="text"/>		
<input type="text"/>		
<input type="text"/>	Postcode:	<input type="text"/>

Position Held:

Date Started:

Reason for leaving:

Salary on  
leaving this post:

Notice Period or Leaving  
Date  
(if no longer employed):

Brief description of duties:

### Previous employer

Name of Employer:

Address:

<input type="text"/>		
<input type="text"/>		
<input type="text"/>	Postcode:	<input type="text"/>

Position Held:

Date Started:

Reason for leaving:

Salary on  
leaving this post:

Notice Period or Leaving  
Date (if no longer  
employed):

**Brief description of duties:**

**Previous employer**

**Name of Employer:**

**Address:**

Postcode:

**Position Held:**

**Date Started:**

**Reason for leaving:**

**Salary on  
leaving this post:**

	<b>Notice Period or Leaving Date (if no longer employed):</b>	
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**Brief description of duties:**

## Health

Number of days absent from work in the last 2 years:

## Declaration

### Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed\*, your application will not be considered.

**I agree that Shell Cluster 4020 can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.**

**I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.**

Signed:

Date:

We may contact you by Telephone or by email if you have provided one.

Candidates selected for interview will normally be notified within four weeks of the closing date.

**\*If you return this form by email, you will be asked to sign your application at the interview.**

## Submitting your application

### At The Store:

Take this application form back to the Store you applied to.

### By Post:

Shell Cluster 4020  
Warlies Park House  
Horseshoe Hill  
Upshire  
Essex  
EN9 3SL

### By E-Mail: (You can scan this form)

[hr.training@shellcluster4020.com](mailto:hr.training@shellcluster4020.com)

### By Fax:

0845 299 2801

### Enquiries:

Telephone: 0345 257 0211

Please tick when you are available for an Interview\*:

	Mon	Tues	Weds	Thurs	Fri	Sat#	Sun#
Morning							
Afternoon							

\*If you are selected for an Interview we may not be able to fill your selected day you cannot attend.

#Interviews may not be carried out on Saturday or Sundays, This depends on the Retail Store or department you are applying for.

Please give any details of any holiday booked in the next 6 months (put N/A if no planned holiday):

If offered an interview, would we need to make any adjustments in order to enable you to attend an interview? If Yes, please give details



## Equal Opportunities Monitor – SECTION C

### Recruitment Monitoring Form Page 1

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented please COMPLETE THIS SECTION OF THE APPLICATION FORM.

#### 1. What is your Ethnic Group?

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

##### A. White

White UK ☐

Irish ☐

White non-UK ☐

Any other White background  
(please give details): ☐

##### B. Mixed

White & Black Caribbean ☐

White & Black African ☐

White & Asian ☐

Any other Mixed background  
(please give details): ☐

##### C. Asian or Asian British

Indian ☐

Pakistani ☐

Bangladeshi ☐

Any other Asian background  
(please give details): ☐

##### D. Black or Black British

Black Caribbean ☐

Black African ☐

Any other Black background  
(please give details): ☐

##### E. Chinese or other ethnic group

Chinese ☐

Vietnamese ☐

Any other ethnic background  
(please give details): ☐

##### F. I do not wish to provide this information

☐

## Recruitment Monitoring Form Page 2

### 2. Religion

Telling us about your religion or belief allows us to understand and plan to meet the particular needs of staff. It helps us to think about how we can accommodate requests to meet people's religious needs. Knowing the religion of our staff helps us create an environment where all beliefs are respected. **What is your religion or belief?**

None: ☐ Buddhist: ☐ Christian: ☐ Hindu: ☐ Jewish: ☐ Muslim: ☐ Sikh: ☐

Other: (Please State)  Prefer not to say: ☐

### 3. Gender

Male: ☐ Female: ☐

### 4. Disability

Disability is defined as "physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities".

Do you consider yourself disabled? Yes ☐ No ☐

If yes, please give details:

### 5. Marital Status

Single: ☐ Married: ☐ Divorced: ☐ Widowed: ☐ Civil Partnership: ☐ Prefer not to say: ☐

### 6. Age Group

18-25	<input type="checkbox"/>	26-35	<input type="checkbox"/>	36-45	<input type="checkbox"/>
46-55	<input type="checkbox"/>	56-65	<input type="checkbox"/>	66-70	<input type="checkbox"/>
Over 70	<input type="checkbox"/>				

### 7. Media

Please tell us how you heard about this vacancy and where you saw this vacancy advertised.

Thank you for taking the time to fill out this application form.

### Store Manager Use Only

**\*Selected for an interview?**

Yes: ☐

No: ☐

If Yes: Date:

Time:

**\*Offer of Employment?**

Yes: ☐

No: ☐

\*If no, post application to the HR Manager to file

**If No: Reason Why:**

**If Yes:**

Store:

Full or Part Time:

Hourly Rate:

Hours Per Week:

Reference checks been done? Yes: ☐ No: ☐ If No: Reason Why:

ID Checked and Attached? **(Please tick the boxes, any Forms missing will delay the start date)**

**1. UK Resident with passport:** – UK Passport:

☐

Proof of Address:

☐

**1A. UK Resident without Passport:** – Birth Cert:

☐

NI number:

☐

Proof of Address:

☐

**2. NON UK Resident** – Passport:

☐

Visa:

☐

Proof of address:

☐

NI Number:

☐

Collage Letter:

☐

Letter from Home office:

☐

Home office Reference Number:

I confirm that all information is correct & all ID forms are attached. (Post the application, Reference's & ID To the HR Manager)

Manager Name:

Signature:

\_\_\_\_\_

### HR & Training Manager Use Only

ID been checked:

☐

If non UK Resident, Home Office check to be done:

☐

Has a Criminal Records Bureau Disclosure check been done (if selected?) Yes:

☐

Not selected:

☐

If yes any Records?

Date of Training:

Online:

☐

Training Centre:

☐

I Confirm all details are correct and a start can be given to the Manager

Name:

Signature:

\_\_\_\_\_