



## Application to become a LDM Team Member

Please complete in neat handwriting with a black pen

### What are you interested in?

Position sought	Preferred location (if applicable)
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### Tell us about you

Surname	Address
First Names	
Date of Birth	
Home Tel No	
Mobile No	Postcode
Daytime Tel No	Email address

<b>Have you worked for LDM before? (Please tick)</b>	
YES	If yes, please advise where and when
NO	Name of Store
	Dates: From _____ To _____

<b>Tell us more about you.....</b> (Please note that if you are invited for interview, you may be questioned further on your examples.)
1. Why do you think you will enjoy working for LDM?
2. Please give an example of when you last helped someone? What was the benefit to the person you assisted?
3. <b>For management applications only</b> You are a manager for one of our teams. Describe your ideal team member to us.

## More about you...

Please use this space to give us information about yourself in support of your application

## Your working history

Please give details of your previous positions, beginning with your current or most recent one.

<b>Employer</b>	<b>Type of Business</b>	
<b>Address</b>	<b>Date from:</b> <b>Position held/Duties</b>	<b>Date to:</b>
<b>Reason for Leaving</b>	<b>Salary</b> <b>Notice Period</b>	

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<b>Reason for Leaving</b>	<b>Salary</b>	

## Your learning and training

Name of School/College/University you attended	<b>Qualifications you have achieved</b>
Please give details of any skills, qualifications or membership of professional bodies that you feel may be relevant to your application.	
Please note: Some positions of employment in LDM require the employee to be the holder of certain qualifications. This will be discussed further if you are called for interview.	

## Your IT skills

Please outline your I.T skills and the level you have achieved B = Basic, I = Intermediate, A= Advanced					
Keyboard		MSWord		Excel	
Email		Internet		PowerPoint	
Other					

## How did you find out about LDM?

Word of mouth		Advert		Please specify  Please indicate who in LDM Name: Store:
Internet		Recommendation		
LDM Website				

## Who can recommend you?

Please provide details of your present and past employers. If you have not been employed, please give 2 referees (who are not friends/relatives) who would be able to provide a personal reference for you e.g. Tutors/Head of Year etc. Your employment with LDM is subject to the receipt of satisfactory references.

Name Position/Title Address   Postcode Tel No. Type of Reference (please circle): Work Personal Educational	Name Position/Title Address   Postcode Tel No. Type of Reference (please circle): Work Personal Educational	
Would you have any objection to your referees being approached at this time?		
	YES	NO

## Nearly finished...

Have you ever been convicted of a criminal offence?	YES	NO
If yes, please give brief details below:		

**NOTES:**

1. You may wish to note that appointments with this company are exempt from the provisions of Section 4 (2 and 3) of the rehabilitation of Offenders Act 1974. Applicants are not, therefore, entitled to withhold information relating to convictions which, for other purposes, have become spent under the provisions of the act. In the event of being offered employment, failure to disclose such information could result in dismissal.
2. Any offer of employment in a position which involves contact with children and/or vulnerable adults will be subject to a satisfactory Criminal Records Bureau check.

<b>Your National Insurance Number</b>	
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When submitting this application please provide documentary evidence of your National Insurance Number, or written confirmation that this has been applied for. If we do not receive this evidence, it may affect your application.

<b>Are you required to hold a work permit in order to gain employment in the United Kingdom?</b>	YES	If YES, please provide a copy of your permit with this application, and be prepared to provide the original document if invited for interview.
	NO	

<b>Are you intending to maintain your current job whilst working for LDM, if successful?</b>	YES	NO
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<b>Please give details of any special requirements you may need to attend an interview</b>

It is necessary for us to process your personal data for the purpose of managing your application for employment. If your application for employment is unsuccessful, we undertake to hold your data for no longer than three months. Please confirm your agreement to LDM processing your personal data as part of our recruitment process and ongoing personnel record keeping by signing and dating this form.

<b>I hereby declare that I have answered all questions truthfully and accurately. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.</b>
Signature _____ Date: _____
<b><i>If there is any additional information, which you think may be helpful to us in deciding on your application, please attach additional sheets and/or current c.v.</i></b>

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